

Ground Rules for Planning Commission Public Hearings

of the

Planning Commission's Public Hearing Draft of the Comprehensive Plan

Out of fairness to everyone, and in order to give everyone an opportunity to speak, these are the rules to which we will adhere for the public hearings on the Public Hearing Draft of the Comprehensive Plan:

- There will be three public hearing dates:
 - Wednesday, May 15
 - Wednesday, May 22
 - Tuesday, June 4
- All public hearings will take place in the Mayor and Council Chambers at Rockville City Hall, starting at 7:00 pm.
- In order for everyone to have a chance to speak, every person or organization is limited to ONE opportunity to speak, even if the public hearings extend to other evenings, but you may supplement your oral testimony with written comments at any time while the public record is open.
- Speakers who have signed up to speak before the evening of the hearing will speak first. Speakers who signed up on the sign-in sheet on the night of the hearing will speak next. Finally, anyone else who wishes to speak will be given the opportunity to do so.
- If your name is called and you are not present, the next speaker will be called. If you still wish to speak, you will have your chance at the end.
- You get **THREE minutes** to speak if you are a private individual or a representative of a private business. You may not cede your time to someone else, nor may someone else cede their time to you.
- You get **FIVE minutes** to speak if you are a representative speaking on behalf of an organization, including but not limited to a: civic association, homeowners association, chamber of commerce, board, commission, PTSA, or governmental entity. During that time more than one representative of your organization may speak, but the total time will not be allowed to exceed FIVE minutes. Speaking as a representative of an organization does not preclude you from subsequently speaking as a private individual, though you must speak as a private individual at a separate time.
- Extensions of speaker time will not be given.

Planning Commission Public Hearing Ground Rules

- Comments or other audible sounds (e.g. cheering, booing) from the audience during any other person's testimony, either in agreement or disagreement, will not be tolerated.
- Written testimony is always welcomed and encouraged and is treated equivalently to that of oral testimony. You may submit written testimony to 1) extend your oral comments, 2) respond to comments made by others, or 3) cover any other topics you feel are applicable to the Draft Plan.
- Written testimony may be submitted until closure of the public record, which will be on **[date and time TBD]**. Written testimony may be of any length, and you may submit written testimony as often as you feel necessary until the close of the public record. Written testimony will be given the same consideration and weight as oral testimony.

- You may deliver or mail your remarks in the following ways:
 - By mail to City of Rockville Planning Commission, c/o Cindy Kebba, 111 Maryland Avenue, Rockville, Maryland, 20850
 - By email to planning.commission@rockvillemd.gov
- When you provide oral or written testimony, please clearly provide your name and address.
- Staff will provide forms for written testimony at the back of the room during the public hearings so that you may provide additional written testimony before you leave the hearing, if you wish. Please include your name and contact information.
- When you make your remarks, please speak to the point and directly to the Commission. Off-topic, personally attacking, profane, inflammatory, or slanderous testimony will be interrupted by the Chair and ruled out-of-order.

The Chair maintains discretion to make limited exceptions to these rules in order to maintain fairness and to address unexpected circumstances.

For questions, contact or call Cindy Kebba at ckebba@rockvillemd.gov or (240) 314-8233.