

## **DRI 352-M4 MVRHS Athletic Fields Public Hearing Process for Public Participation**

### **Attendance**

- Due to Covid-19, all MVC hearings are being held remotely via Zoom. In order to attend, individuals must use the remote hearing web link. The link for each hearing date will be posted on the Commission website.
- Any member of the public may attend the public hearings via the remote access app.

### **Conduct of the Remote Hearing**

- Draft agendas for the public hearings are available [here](#).
- Members of the public will be muted throughout the hearings and will not be permitted to address the Commission unless/until the Chair recognizes them, as set out below.
- Additional hearings will be scheduled as necessary.

### **Written Testimony**

- Members of the public are urged to submit written testimony in lieu of oral testimony if possible.
- Written testimony may be submitted to DRI Coordinator Alex Elvin by email ([elvin@mvcommission.org](mailto:elvin@mvcommission.org)) or regular mail (MVC, PO Box 1447, Oak Bluffs, MA 02557). The Commission will accept written testimony up until the close of the public hearing (and possibly for a limited time afterwards, as would be explained at the close of the hearing).
- The deadline for written testimony to be included in the record prior to the public hearing is 5PM on the day of the hearing.

### **Oral Testimony**

#### *Pre-registration*

- Any member of the public (including individuals speaking as representatives of public offices) who wants to offer oral testimony is encouraged to register by emailing the following information to MVC Executive Assistant Lucy Morrison ([morrison@mvcommission.org](mailto:morrison@mvcommission.org)) no later than 2PM on the day of the hearing:
  - Name
  - Name on screen (Note: this may be different from the registrant's name)
  - Email address
  - Cellphone number (to enable communication by text in case technical issues arise during the hearing)
- Pre-registration is not required, but will help the MVC run the hearing more efficiently. Registrants will be included on a speaking list and called on before those who have not pre-registered.
- Once the registration information is received and verified by Commission staff, registrants will be notified by email that they are on the list to offer to oral testimony.

#### *Speaking at the hearing*

- When the Chair is ready to recognize a speaker at the hearing, the speaker's name will be announced and the hearing administrator will unmute that speaker. The speaker should wait for a few moments after their name is announced before speaking.

- Testimony will be limited to 5 minutes for individuals, and 10 minutes for organizations. Individuals or organizations may be allowed additional time at the discretion of the Chair. The Chair may also limit testimony that is irrelevant, repetitive, or otherwise inappropriate (see below). The hearing administrator will alert speakers when their time has run out.
- Those speaking in their capacity as subject matter experts must submit their statements in writing, along with their qualifications, to Lucy Morrison no later than 12PM the day before the hearing. Experts are permitted to summarize their written statements during oral testimony.
- All members of the public offering oral testimony will be permitted to screenshare as necessary, but those materials must be submitted to MVC staff at least 48 hours prior the hearing, and only the submitted material may be shared.
- There is no limit to the number of people who will be permitted to speak. Additional meetings will be held a necessary to ensure that everyone who wants to speak is able to.
- After all testimony is complete and if the Chair determines there is time, the Chair will allow follow-up questions and answers, with the process for public participation the same as above.

#### *Non-registered speakers*

Members of the public who have not pre-registered may still offer testimony at the hearing. In order to speak, individuals must notify Lucy Morrison via the “chat” feature that they wish to speak. Individuals can also raise their hand (actually or virtually) to initiate a chat with the administrator and be put on a list to speak. Individuals must include their name, address, email address, and telephone number (as with pre-registration), and if they wish to ask a question, they should indicate the person to whom their question is directed. Non-registered members of the public will speak in the order in which they notify the administrator.

#### **Please note**

- Members of the public are urged to not repeat the content of their filed written testimony, and should not repeat the testimony of others. A statement of concurrence with the views expressed by others who have previously testified is sufficient. In addition, persons testifying at one hearing are asked not to offer the same testimony at any later hearing.
- The Chair has the discretion to call an end to the testimony of any member of the public if the testimony is irrelevant, repetitive, or otherwise inappropriate.
- The Commission will make every effort to have all materials that will be presented at the hearing available on the Commission website by 12PM on the day of the hearing.
- Members of the public may not provide testimony or any information to a Commissioner outside of the public hearing.
- All testimony in any format must be received by the Commission by the close of the overall public hearing process, or if a later date is set by the Chair, then no later than 5PM on that date.

*General protocols for remote public hearings are available [here](#).*