

RULES OF PROCEDURE FOR LEGISLATIVE PUBLIC
HEARINGS BEFORE THE PULLMAN PLANNING COMMISSION

This public hearing is called a “legislative” hearing because it is designed to solicit citizen comments on a matter of general significance to the community.

1. Each person who speaks at this hearing shall register his/her name and address on the roster that is located at the speaker’s table.
2. No person, including any Commission member, shall speak until he/she has been recognized by the chair and has identified him/herself.
3. No person shall address the Commission except at the speaker’s table and using the microphone.
4. The first time an individual speaks, he/she shall identify him/herself, giving address and nature of his/her interest in the matter.
5. The chair may impose time limits on each speaker, depending on the total number of individuals wishing to speak.
6. Anyone at the public hearing who has physical evidence of any kind (letters, photos, maps, etc.) shall submit that evidence to the Staff Advisor or Secretary to be entered into the record at the time it is presented to the Commission. Documents should be submitted in at least two copies suitable for copying and distribution. One copy will be for the staff, and the other copy will be for distribution to Commission members.
7. Speakers are discouraged from reading verbatim any letters that are already in the public hearing record, although it is acceptable for speakers to summarize such letters during their comments.
8. The Chair, when appropriate, may take questions from Commission members or the audience regarding a speaker’s presentation. The individual with a question to ask shall wait until the speaker finishes, and then direct that question to the Chair.
9. Public hearings shall be continued to a later date at 11:00 p.m. unless a majority of the quorum present accept an extension of a finite period of time.
10. The hearing will open with a staff report.