



Public Meeting Guidelines

Instructions

In preparation of your public hearing, read the following guidelines aloud to the class.

- The City Council Chairperson (your teacher) is the meeting moderator. He/she will create a meeting schedule, designate when it is time for each group to speak, and enforce the time limit and behavioral rules.
- It is important to maintain equality. Each representing citizen should be given the same amount of time to speak and equal opportunities for a **rebuttal**.
- All evidence presented should be based on facts.
- Respect for others must be maintained throughout the meeting. Citizens cannot interrupt statements being given, and should remain civil and respect the evidence being presented without attacking those speaking.
- At the end of the meeting, a vote will be called to determine what action should be taken regarding the issue. (Keep in mind your special interest group's viewpoint on the issue and vote accordingly.) If a decision cannot be agreed upon, you may provide time to discuss compromises that could be made to appease a larger percentage of the public.
- The meeting may be videotaped to evaluate **testimony**, and to allow citizens to assess the impact of the hearing on their viewpoints.