

Harpers Ferry Public Hearing Procedures and Guidelines

Effective Date: August 11, 2014

Introduction

Whenever the Corporation of Harpers Ferry is required by WV Code to conduct a Public Hearing, the following procedures and guidelines will be in effect. The presiding official for the Hearing will be pre-designated and will ensure that the Hearing proceeds in an orderly and efficient manner. Since a Public Hearing is an officially sanctioned municipal meeting, all provisions contained in Harpers Ferry Ordinance 509.09 will be enforced.

Procedures and Guidelines

1. Hearings will begin and end promptly at the posted times.
2. Each presenter will be required to sign up to speak in advance and fully complete the requested information. The sign up list will be closed as soon as the Hearing is "called to order" by the presiding official.
3. Each speaker will be given a maximum of five (5) minutes. Unused minutes may not be transferred to another speaker. The speaker will be prompted when only thirty (3) seconds remain.
4. Presentations will be professionally and respectfully presented. Personal attacks, name-calling, character assaults and similar negative intimations will not be condoned.
5. Only the presenter is recognized to speak. All others in attendance will not be permitted to speak, object, voice agreement or disagreement, or conduct themselves in any other manner that disrupts the Hearing.
6. The governing body conducting the Hearing is only permitted to ask questions for clarification. Other than points of clarification, an open exchange of information between the governing body and presenter is not permitted.
7. If a speaker has written information to share with the governing body, copies will be distributed to the presiding official. It will be the responsibility of the presiding official to determine if the information is to be distributed to the governing body.
8. The presiding official has the authority to either extend or restrict the length of the Hearing based upon the number of attendees requesting to speak.
9. The 5-minute maximum time for each presenter does not include time to set up their presentation or time to distribute supportive documentation.
10. If a speaker concludes their presentation and has not used all 5 minutes of their allotted time, the speaker will not be permitted to resume their presentation at a later time during the Hearing.