

# PUBLIC MEETING CONDUCT

## Tips When Addressing the Board

- **When the President** asks if any one from the public wants to speak, raise your hand.
- **Walk to the podium** and talk directly into the microphone.
- **State your name**, address, and if applicable, who you are representing.
- **State your position** clearly.
- **Do not repeat previous** testimony. Simply state that you agree with the preceding speaker.
- **Make one point** at a time.
- **Be factual**; rely on personal experience and not hearsay.
- **Respect all speakers.** Booing, jeering, or applause is not appropriate.

## Order of Meeting

Petitioner's Presentation	15 Minutes
Public Hearing Opens	
Individuals wanting to speak	2 Minutes
Spokesperson for neighborhood or organization	5 Minutes
Public Hearing Closes	
Petitioner's Rebuttal	5 Minutes
Staff Comments	As requested for explanation or at the end of the public hearing

## What's Next?

**The president shall** close the public hearing after the hearing from all interested persons. All public comments will be entered into the public record by the Commission or Board Secretary. Written testimony including a list of persons favoring or opposing the petition may be submitted to staff prior to the meeting.

**The commission or board** may ask additional questions to the petitioner or public for clarification. After the public hearing is formally closed and comments and questions from the Commission or Board or Staff have been heard, the matter shall then be voted upon.

**Note:** This guide is for general information purposes only. For more specific information, please consult the Board of Zoning Appeals Rules of Procedure, the Plan Commission Rules of Procedure, and the Fishers Zoning Ordinances. The commission may, at the discretion of the president, extend any or all time limits.



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