

# VIRTUAL PUBLIC COMMENT PROPOSAL

*Virtual Work Session Presentation*

*November 17, 2020*



**LEXINGTON**



## Options for Virtual Public Comment:

- Any citizen interested in commenting must sign up via the public comment page ([www.lexingtonky.gov/public-comment](http://www.lexingtonky.gov/public-comment)) no later than noon the day before the meeting at which they wish to speak.
- They will have two options:
  - Speak in the zoom meeting (during public comment)
  - Submit a written comment



## Process to sign up to speak:

- Speakers must complete all form fields for their request to be submitted
  - First and Last Name (no initials)
  - Email address
  - Home address
  - Phone
  - Meeting Date
  - Name of Meeting (Work Session or Council Meeting)
  - Agenda Item/Nature of Comments
  - Speak in the Zoom meeting or submit a written comment
  - Click “Submit Form”
    - Speaker will get an automatic reply outlining what they can expect next along with rules for commenting/decorum
    - Submissions are routed to staff in the Council Office and the Council Clerk’s Office



## Vetting Process for Requests:

- **Vetting Process:**
  - Once the address submitted is verified, a Council Clerk staff member will call the number provided on the request to speak
    - Will make three attempts within 24 hours of the request (by noon the day of the meeting)
  - Will identify themselves to the citizen and ask them to verify the information submitted in the request (no yes/no questions)
    - Once information is verified, the citizen will be provided with next steps
    - If they are unable to verify any of the information submitted, they will not make it to the list to speak
  - After vetting is complete, Council Clerk staff member will distribute a list of approved speakers (including contact information) to the Mayor's Office, Council Administrator and LexTV Staff



## Post Vetting:

- After the vetting process is completed:
  - Fifteen (15) minutes prior to the start of the meeting (Work Session or Council Meeting), the Council Administrator or her designee, will send the link for the Zoom meeting to the email provided in the request to speak
  - Only those signed up in advance who have made it through the vetting process will be called on to speak
  - Speakers will be called in the order of their registration
  - Speakers must state their name and address for the record
  - Speakers will be given three (3) minutes to speak
  - Time cannot be yielded to others
  - Video will not be allowed
  - We expect speakers to be civil and refrain from hate speech, including offensive terms related to race, religion, gender, sexual orientation or gender identity, etc.
    - Speakers not in compliance with this expectation may be banned from speaking at future meetings
  - If a speaker is not present when their name is called, they forfeit their time



## Written Comments:

- Written comments will be handled as follows:
  - Written comments are limited to 500 characters
  - Written comments will be compiled in a PDF and distributed to the Mayor and Council Members prior to the meeting
    - Written comments containing hate speech, including offensive terms related to race, religion, gender, sexual orientation or gender identity, etc., will not be shared nor made part of the permanent record
  - The PDF will be attached to the corresponding packet as part of the permanent record



---

## Other Recommendations:

- Propose to start with the December 1, 2020 meetings
- Due to the staff time involved, we recommend using this process for Council Work Sessions and Council Meetings
  
- **NOTE:**
  - This is not the process for Zone Change Hearings
  - We are working on a Zone Change Hearing process in anticipation of possible January 2021 Hearings



**Questions?**