

Virtual Zoning Hearing Board Rules & Protocol

1. All participants, with the exception of the meeting members, the applicant and/or their representative will be muted with video camera/web camera turned off.
2. Upon the conclusion of a witness's testimony and examination by the board and other attorneys representing interested parties, the public will be invited by the board chair to ask pertinent questions. The person asking the question will be unmuted, and must state for the record his/her name and address.
3. When all testimony is completed, the Board Chair will read or summarize aloud the comments that were emailed to the Township via meeting@upperdublin.net ahead of this meeting. Each emailed comment must include the first & last name of the resident, as well as their address. The applicant will have the opportunity to respond.
4. The public then will be invited by the chair to comment on the application. Members of the public must use the "raise your hand" function and be recognized by the Chair. Each participant will be unmuted, one at a time, and must provide their name, address and be sworn in by the Chair, agreeing that their comments are truthful.
5. Participants who wish to speak during the Public Comment section will be instructed to press the "Raise Your Hand" button on the "Participant" screen, which can be found by pressing the "Participants" button on your screen.
6. One by one the Board Chair will call on each participant with their virtual hand raised. That participant will be unmuted and have their camera requested to be turned on (if they choose). That participant will have 15 seconds to respond to being called on. If there is no response, the next person "in line" will be called on.
7. The Board Chair at any time reserves the right to mute a participant, end the video stream of a participant, or terminate/end the meeting at his discretion, due to hackers, inappropriate language, or any other activity the Board Chair deems inappropriate.
8. We ask for everyone's patience and understanding as we navigate through these unprecedented times and work through our first virtual public meeting. We welcome comments and suggestions for our virtual meeting protocols for future meetings of all our boards & commissions.