

Charter Commission Town Hall (Proposed Format)

PURPOSE

To provide an opportunity for the public to comment on the draft Charter and perhaps ask questions for clarification depending on whether the Commission selects Option A or Option B.

Option A allows only for public comments and no questions.

Advantages:

- Much easier to manage and control the dialogue

Disadvantages:

- Public may not feel that the Charter Commission is willing to engage and explain their decisions
- May lose an opportunity to begin promoting the Charter for adoption

Option B allows both public comments and questions.

Advantages:

- Commission would have the ability to clarify parts of the Charter that the public may not understand. (They haven't sat through all the meetings like the Commission did and thus don't have the same level of understanding of many provisions in the Charter)
- Commission would have the opportunity to explain and defend some of the difficult decisions they had to make

Disadvantages:

- If not carefully managed, could turn into a debate where speakers are arguing their disagreement with different decisions.
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WHEN

Date: June 21, 2023

Time: 6:00 pm

Location: The Keystone Center

FORMAT

- The Town Hall will be both in-person and via Zoom
- The Town Hall will begin with a PowerPoint presentation to layout a summary of the Charter development process, the overall goals of the Charter, and an explanation of some of the key decisions made by the Charter Commission. The goal of the presentation is to provide greater understanding of the process used and decisions made in order to hopefully reduce some of the questions that may be raised. Presentation will be made by: ?????
- There will be a Moderator who will control the flow of the meeting (Paula Samuelson)
- The Moderator will alternate between public comments from those attending in-person and those attending via Zoom (not necessarily one for one, but take some from each source back and forth as appropriate depending on numbers)

- There will be a Zoom Moderator who will control the unmuting of attendees via Zoom who have raised their hand in order to make a comment. (Melanie Woytash)
- The Moderator will keep a timer to control the length of comments
- Before making comments, speakers must provide the following information:
 - Name
 - Classification: Registered Voter, Second Homeowner, Business Owner, Employee
 - Address/Place of Business/Place of Employment

- The Charter Commission will be seated at tables in the front of the room
- There will be chairs set up theater style for the public. No tables.

SET UP

- There will be a lectern with a microphone and public comments may only come from the lectern.
- Zoom will be set up with a camera capturing the lectern, and a conference room speaker (same set up as Commission meetings).

OPTION A – COMMENTS ONLY

- The Set Up and process will work the same as first Town Hall.
- Speakers will be limited to 2 minutes for comments.
- In Person - After making comments, speakers may go to the end of the line in order to come back up and make a second comment on a different topic. If nobody else is in line, the speaker can stay at the mike and make an additional 2 minute comment unless the moderator switches to remote comments first.
- Remote – After making comments, speakers may raise their hand again and go to the end of the queue in order to make a second comment on a different topic. If nobody else has a hand raised, the speaker can continue to make an additional 2 minute comment unless the moderator switches to in-person comments first.

OPTION B – COMMENTS AND QUESTIONS

- The Set Up will look the same as the first Town Hall, except that each Commission member will have a microphone in front of them.
- Speakers will be limited to 2 minutes for comments and one question.
- Questions may only be addressed to the Moderator, not to individual Commission members. The question may be to ask clarification about what something in the Charter means, or to ask what the reasoning was behind a decision that the Commission made in drafting the Charter. The speaker is not allowed to ask a question regarding how an individual Commission member feels on a particular topic. The Commission should speak with “one voice” to represent the output of the Commission.
- The Moderator will defer to (Ken Riley or Dan Sullivan) who will refer the question to be answered by one of the Commission members. The answer should reflect the viewpoint of the entire Commission which is represented in the Charter, not the personal viewpoint of the individual answering the question.

- If Ken/Dan believes a question has already been asked and answered, he can simply state that this question has already been answered and there is no change in the answer. If the question has a different nuance than the previous question, at his discretion, Ken/Dan may decide to answer or refer to another Commission member.
- In Person - After making comments and asking a question, speakers may go to the end of the line in order to come back up and make a second comment or ask a second question on a different topic. If nobody else is in line, the speaker can stay at the mike and make an additional 2 minute comment unless the moderator switches to remote comment first.
- Remote – After making comments and asking a question, speakers may raise their hand again and go to the end of the queue in order to make a second comment or ask a second question on a different topic. If nobody else has a hand raised, the speaker can continue to make an additional 2 minute comment unless the moderator switch to in-person comments first.

DRAFT INVITATION/ANNOUNCEMENT

The public is invited to participate in a Public Hearing sponsored by the Charter Commission for the Town of Keystone. The purpose of the Town Hall is to get feedback and input on the draft Charter that the Charter Commission has created.

DATE: June 21, 2023

TIME: 6:00 pm

LOCATION: The Keystone Center
1678 Sts. John Road
Via Zoom (link below)

FORMAT: Depends on decisions above

Zoom Link