



## Columbus South Side Area Commission

### Virtual Meeting Protocols

Beginning May 2020, the Columbus South Side Area Commission (“Commission”) will proceed with holding virtual meetings as permitted to the City of Columbus and Commission Bylaws. In order to ensure orderly meetings and facilitate community participation, the Commission has laid out the following protocols for conducting virtual public meetings.

**Digital Platform:** The Commission will use Zoom as the technology platform supporting virtual meetings. Committees may use other platforms as necessary.

**Notice:** Public notice of virtual meetings will be issued via the Department of Neighborhoods hosted website available at (<https://www.columbus.gov/neighborhoods/Department-of-Neighborhoods/>). This notice will include access information for the public and tentative agendas for meetings. Tentative agendas will be published one week prior to meetings.

Every attempt will be made to publish on the Commission’s Facebook page (<https://www.facebook.com/Columbus-South-Side-Area-Commission-326839413260/>) via the events tab.

**Meeting Materials:** Meeting materials including agenda and presentations will be made available on the Commission’s webpage ([www.columbussouthside.org](http://www.columbussouthside.org)) and Dept. of Neighborhoods page (<https://www.columbus.gov/ACVirtualMeetings/>).

**Speakers/Presenters:** Presenters, zoning applicants, and civic association representatives wishing to speak/present on Commission business including zoning applications must send notice via email to the Zoning Chair, for zoning matters at ([cdavis@team-icsc.com](mailto:cdavis@team-icsc.com)) or the Commission Chair, for all other matters at ([binkycmh@hotmail.com](mailto:binkycmh@hotmail.com)) no later than **10:30 am on the day preceding the Commission meeting**.

Those wishing to speak/present should include electronic copies of all presentations, documents, renderings, etc. These will be distributed to Commission members and made available to attendees.

Speakers will be sent appropriate login information via email.

**Public Comment:** Those wishing to provide public comment on Commission businesses may do so in one of two ways: 1) submit written testimony which will be read allowed by a Commission member, or 2) request to speak during the meeting.

Requests to speak or submission of written comments must be made via email no later than **12:00 noon on the Commission meeting date**. Requests regarding zoning items should be emailed to the Zoning Chair at ([cdavis@team-icsc.com](mailto:cdavis@team-icsc.com)). All other matters should be sent to the Commission Chair at ([binkycmh@hotmail.com](mailto:binkycmh@hotmail.com)) . Requests must include the name and address of the

individual and identify the topic on which they wish to speak (i.e. address of zoning application, bylaws amendment). Requests will be granted on a first received basis. The Commission will accept up to 3 speakers each in favor and opposed to agenda items.

Speakers will be sent appropriate login information via email.

Members of the public may submit questions to be asked during the Commission meeting. Questions including the individual's name, address, and topic/agenda item should be emailed to the Chair at ([binkycmh@hotmail.com](mailto:binkycmh@hotmail.com)) no later than **12:00 noon the day of the Commission meeting.**

**Meeting Protocols:**

Commission members are asked to log into the platform between 6:00 and 6:15 pm the evening of the meeting. Speakers and presenters are asked to log in between 6:15 and 6:30 pm. This will allow confirmation that everyone's technology is working properly to ensure the smooth running of the meeting.

All Commissioners and participants should identify themselves before speaking. This will enable those joining via phone to follow the meeting.

All meeting participants and attendees should mute themselves when not speaking.

Any individual disrupting the meeting shall be asked to leave and/or removed at the discretion of the Chair.

Created: 5/13/2020