

GUIDELINES FOR CONDUCT AT PHILADELPHIA HISTORICAL COMMISSION MEETINGS

The Historical Commission encourages and values participation during its deliberations. Property owners, neighbors, elected officials, experts, representatives of community and advocacy organizations, and the general public are encouraged to offer written comments in advance of meetings and comments at meetings. To provide for orderly, efficient meetings that ensure opportunities for all to participate, the Historical Commission offers the following guidelines for the conduct of participants at its public meetings. Threatening, abusive, and foul language will not be tolerated.

General Guidelines for Commenting at Historical Commission meetings:

- Please do not address the Commission unless invited to speak and recognized by the chair.
- Please review nominations, applications, and other matters in advance of the meeting and be prepared to comment. Please do not use the comment time to inquire about matters. Email preservation@phila.gov to be added to the Commission's email distribution list for meeting announcements and other news. Meeting materials are available on the Commission's website at this link:
 - <https://www.phila.gov/departments/philadelphia-historical-commission/public-meetings/>
- When addressing the Commission, please speak clearly and identify yourself by name and, if applicable, affiliation.
- While the Commissioners may extend the time allotments and invite additional participation at their discretion, comment times are generally limited as follows:
 - Property owner(s) and representatives: 10 minutes in total
 - Nominator(s): 5 minutes in total
 - Member of the public: 2 minutes per person
- Please relinquish the floor and return to the audience after commenting.
- Section 4.6.b of the Historical Commission's Rules & Regulations stipulates that the Historical Commission "may impose reasonable limitations upon public participation to ensure relevance and to avoid excessive repetition." Comments must be relevant to the agenda item. Comments unrelated to the agenda item will be ruled out of order.
- Section 4.6.b of the Historical Commission's Rules & Regulations also stipulates that "any proposed substantial testimony, including any supporting documentation, reports and studies, to be offered at a public meeting of the Commission" must be submitted "in writing seven (7) calendar days in advance of a Commission meeting." Written comments can be submitted via email to preservation@phila.gov.
- Anyone acting in a threatening manner or using foul or abusive language will be ruled out of order immediately, muted if at a remote meeting, and removed from the meeting.
- The executive director is responsible for imposing time limits and assisting the chair with maintaining order during the meetings. For remote meetings, the co-host is responsible for muting anyone using foul, abusive, or threatening language and then consulting with the executive director regarding removal from the meeting.

Building permit applications will be reviewed as follows:

1. The chair will announce the agenda item.
2. The staff will present an overview of the application and the committee recommendation(s).
3. The chair will invite the property owner and/or representatives to present the application. The property owner and/or representatives will identify themselves by name and, if applicable, affiliation. Comments from the property owner and/or representatives will be limited to 10 minutes in total. After presenting the application or the expiration of the time, the property owner and/or representatives will return to the audience.

4. The chair will invite members of the public to address the Commission on the merits of the application. Members of the public will identify themselves by name and, if applicable, affiliation. Comments will be limited to two minutes per member of the public. After providing comments or the expiration of the time, each member of the public will return to the audience.
5. The Commissioners may discuss the application and ask questions of the participants at any time during the deliberations. The Commissioners may extend the time allotments and invite additional participation at their discretion. Anyone addressing the Historical Commission without invitation will be ruled out of order.
6. Once the Historical Commission has acted, the matter is closed to discussion. Any questions or comments about a closed matter should be addressed to the staff outside the meeting.

Nominations and other designation matters will be reviewed as follows:

1. The chair will announce the agenda item.
2. The staff will present an overview of the designation matter and the committee recommendation.
3. The chair will invite the nominator to address the Historical Commission on the merits of the nomination. The nominator will identify themselves by name and, if applicable, affiliation. Comments from the nominator will be limited to five minutes in total. After providing comments or the expiration of the time, the nominator will return to the audience.
4. The chair will invite the property owner and/or representatives to address the Commission on the merits of the nomination. The property owner and/or representatives will identify themselves by name and, if applicable, affiliation. Comments from the property owner and/or representatives will be limited to 10 minutes in total. After providing comments or the expiration of the time, the property owner and/or representatives will return to the audience.
5. The chair will invite members of the public to address the Commission on the merits of the nomination. Members of the public will identify themselves by name and, if applicable, affiliation. Comments will be limited to two minutes per member of the public. After providing comments or the expiration of the time, each member of the public will return to the audience.
6. The Commissioners may discuss the nomination and ask questions of the participants at any time during the deliberations. The Commissioners may extend the time allotments and invite additional participation at their discretion. Anyone addressing the Historical Commission without invitation will be ruled out of order.
7. Once the Historical Commission has acted, the matter is closed to discussion. Any questions or comments about a closed matter should be addressed to the staff outside the meeting.

All other matters, such as proposed rule changes, will be reviewed as follows:

1. The chair will announce the agenda item.
2. The staff will present an overview of the matter.
3. The chair will invite members of the public to address the Commission on the matter. Members of the public will identify themselves by name and, if applicable, affiliation. Comments will be limited to two minutes per member of the public. After providing comments or the expiration of the time, each member of the public will return to the audience.
4. The Commissioners may discuss the matter and ask questions of the participants at any time during the deliberations. The Commissioners may extend the time allotments and invite additional participation at their discretion. Anyone addressing the Historical Commission without invitation will be ruled out of order.
5. Once the Historical Commission has completed the discussion of the matter, it is closed to discussion. Any questions or comments about a closed matter should be addressed to the staff outside the meeting.