

Public Participation Procedures

During COVID-19 Social Distancing | Updated 2020-06-12

The following procedures primarily address electronic meetings (using phone and/or internet tools) that are likely to occur during times of recommended or required social distancing, especially during the COVID-19 pandemic of 2020. These procedures will remain through the duration of their enabling executive orders. ([Indiana Executive Orders](#))

Meeting types

- **Meetings:** Defined here as meetings of the MPO Executive Committee (operational oversight), MPO Policy Committee (transportation funding decisions) or MPO Technical Committee. These meetings may include presentations, discussion, voting on official decisions, and approval of resolutions that do not require public hearings.
- **Public hearings:** These events sometimes take place during meetings, and are required for some, but not all, MPO Policy Committee actions. Actions that require public hearings include amendments to the MPO's Transportation Improvement Program, amendments to the MPO's Long Range Transportation Plan, approval of the MPO's Unified Planning Work Program (UPWP – list of MPO tasks for the upcoming year), and approval of some region-wide planning documents. During a public hearing, members of the public have a right to share their opinions on applicable matters up for discussion, denial, or approval by the MPO Policy Committee.

Noticing

- **Meetings.** For MPO Policy, Technical, or Executive Committee meetings:
 - Notice will be given at least 7 days in advance of a regularly scheduled meeting, in accordance with the MPO's [Public Involvement Plan](#), but more notice will be given when possible.
 - Notices will be posted to www.IndyMPO.org and MPO social media accounts.
 - Notices will be included in a teMPO e-newsletter.
 - Notices will be submitted to the MPO's newspapers of record.
 - In the event of a change to the meeting, notice will be given at least 48 hours prior to the meeting, but more notice will be given when possible.
 - Notices will be posted to www.IndyMPO.org and MPO social media accounts.
 - If possible, notices will be included in a teMPO e-newsletter.
 - If possible, notices will be submitted to the MPO's newspapers of record.
 - Meeting agendas will be posted to www.IndyMPO.org at least 7 days prior to the meeting.
- **Public Hearings.** If a meeting includes a public hearing:
 - Notice will be given in accordance with state and federal law, and the MPO's [Public Involvement Plan](#) as appropriate for the subject of the public hearing(s).
 - Notices will be posted to www.IndyMPO.org and MPO social media accounts.
 - Notices will be included in a teMPO e-newsletter.
 - Notices will be submitted to the MPO's newspapers of record.
 - Meeting agendas will be posted to www.IndyMPO.org at least 7 days prior to the meeting.

Comment

- Meetings. For MPO Policy, Technical, or Executive Committee meetings:
 - The public are invited to observe the meeting, but will not be called on for comment during the meeting.
 - The public are welcome to submit comments and questions in advance of the meeting.
 - Up to 24 hours prior to a meeting start time, the public can submit comments to info@indympo.org, or contact Jen Higginbotham, Jen.Higginbotham@indympo.org, 317.327.7587.
- Public Hearings. For MPO Policy Committee meetings that include public hearings:
 - The public are invited to observe the meeting, and public comment will be accepted during the public hearing portion of a meeting.
 - The Committee Chair will signal the opening of the public comment period. The public will be unmuted and allowed to speak. The meeting host will request the names of those who wish to speak first, then will call on each member of the public to speak.
 - The public are also welcome to submit comments in advance of the meeting, and the MPO Policy Committee Chair will recognize the comment during the public hearing proceedings. The comment will be read aloud to all Committee members.
 - Up to 24 hours prior to a meeting start time, the public can submit comments to info@indympo.org, contact Jen Higginbotham, Jen.Higginbotham@indympo.org, 317.327.7587, or submit comments to the person indicated in the official public notice.
 - Live comment during the meeting, or pre-recorded comment submitted in advance of the meeting, will be limited to two (2) minutes per commenter.

Participation

- Meetings:
 - The public are welcome to observe the meeting, and an internet link and a phone number will be shared in all public notices. The public may listen to the meeting via phone or internet connection, and may also observe visually via internet.
 - Chat (text) features will not be used during meetings to ensure that the public have the ability to observe all meeting proceedings.
 - Committee members may choose to use video capability to be visually present, but all attending Committee members will, at a minimum, phone into the meeting.
 - Meetings will proceed, as usual, in accordance with bylaws procedures, with the Committee Chair or designated proxy leading the meeting.
 - All Committee votes will be taken by roll call.
- Public Hearings:
 - The Committee Chair will signal the opening of the public comment period. The public will be unmuted and allowed to speak. The meeting host will request the names of those who wish to speak first, then will call on each member of the public to speak.
 - In addition to the items under “Participation, Meetings” above, during the public hearing portion of a meeting, the Committee Chair will recognize any public comments that were submitted in advance, according to “Comment, Public Hearings” above.
 - The Committee Chair or an MPO staff member will read each comment at the appropriate time during the meeting.
 - Live comment during the meeting, or pre-recorded comment submitted in advance of the meeting, will be limited to two (2) minutes per commenter.