

The following protocol addresses the conduct of virtual appeal hearings.

Virtual Hearing Procedures

- Code Enforcement appeal hearings will be conducted virtually with the appellants, city staff, and hearing examiner participating via Microsoft Teams.
- City Staff and the Examiner will participate via Teams with both audio and video - they will be able to see and hear each other. Appellants and others will be able to either participate via computer with audio and video capacity, or by telephone (audio) only, at their option.
- Each appeal will be heard in a separate Teams meeting, to which known interested persons will be individually invited via email and/or US mail. This includes appellants, any witnesses appellants alert the City they wish to invite, and any members of the public known to Code Enforcement Staff to have an interest in participating.
- Contact the City as soon as possible to request an interpreter or other accommodation for the hearing for appellants or appellant witnesses.
- If you would like offer documents as evidence, please email them to the Hearing Clerk before the hearing consistent with the Rules of Procedure.
- Each hearing is recorded. The recording will be part of the legal record of the fact finding hearing in these proceedings. Anything stated during hearings becomes a matter public record.
- Only one person can speak at a time, or their words will not be audible.
- Like in-person hearings, only people called as witnesses by the parties will have the chance to testify. The hearings are open to be observed by the public.

During the Microsoft Teams Appeal Hearing:

- Please mute your audio when you are not testifying. The meeting moderator may mute your audio if sounds from your end are interfering with the ability for other testimony to be heard. You will be unmuted when it is your turn to speak.
- When you testify, please silence your phone (if you appear by video) and otherwise make your environment as quiet as possible.
- You will be asked to state and spell your name for the record and to take an oath to tell the truth.
- Please speak slowly and clearly.
- When referring to specific exhibits in your testimony, please indicate exhibit number and page number. When speaking about specific images, photographs, or graphics in your testimony, please verbally describe the information as if the recorder is your target audience.
- For those on video listening to the testimony of others, if you have trouble hearing a person who is testifying, please give a visual sign, cupping your hand behind your ear, rather than speaking up, or send a message in the chat function.

- If you have questions for the other party, please make note of your questions and wait until it is your turn to speak.
- Just like an in-person hearing, anyone who behaves disruptively will be muted and/or removed from the meeting as appropriate.
- If technical difficulties or other problems arise, the Examiner may - on her own motion - continue the hearing. If this occurs, new notice of hearing date will be issued.