TYPE 2 CE PUBLIC HEARING
MODERATOR SCRIPT SAMPLE

(Study Name) Public Hearing
(Hearing Date)

Key:
In-Person Moderator
Online Moderator
(Stage Direction or prompt to action)

ONLINE MODERATOR

(Start broadcast and wait 15-20 seconds)

Section 1: Online Introduction

5:45 p.m.

Welcome everyone and thank you for joining us tonight for the public hearing for the Project Development and Environment (or PD&E) Study for (study name) in (location). My name is (name), I am your online moderator.

Tonight, FDOT is conducting the in-person hearing at (location). Thank you for attending the virtual option. We will be starting the formal hearing momentarily.

Before we join the in-person hearing, I would like to go over (how to make a comment tonight). There is an example on the screen of what you should see. If you would like to make a formal comment tonight, please (process for submitting to speak). You can enter your request to speak at any point in the hearing tonight.

We will begin the hearing momentarily.

Section 2 In-Person Introduction

6 p.m.

IN-PERSON MODERATOR

Good evening. The Florida Department of Transportation welcomes you to the public hearing for the Project Development and Environment (or PD&E) Study for (study name) in (location). My name is (name), I am the (title of moderator).

Here with me tonight are FDOT representatives *[If the project is an off-system roadway, also include:* (and [local agency] who own and maintain this roadway)*]* and the members of the consultant project team to answer your questions.

We would like to thank any elected officials for your attendance and participation in this hearing. We encourage you to sign in with your name and the office you represent for the project record.

Now, I will read the following information for the record:

This public hearing is being conducted by the Florida Department of Transportation. It is being held at (location name and address) on (day, date), at (time).

This is the public hearing for the (study name and limits), Financial Project Identification Number (number) and Federal Aid Project Number (number).

This project has been conducted by FDOT District (number) in compliance with applicable federal environmental laws and pursuant to 23 United States Code Section 327 *[only state next part of sentence if an FDOT Federal Project]* and the implementing memorandum of

understanding between FDOT and the Federal Highway Administration signed on May 26, 2022.

The public hearing serves as an official forum providing an opportunity for members of the public to express their opinions regarding the project.

Public participation at this hearing is encouraged and solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.

Persons wishing to express their concerns about Title VI may do so by contacting either the Florida Department of Transportation, District (number) office, or the Tallahassee office of the Florida Department of Transportation. This contact information is also provided in the project handout and on a sign displayed at this hearing.

Tonight we will [*explain order of proceedings. I.e.* "show a project video, which will explain the project in detail. Following the video will be a (length of time) intermission where you can speak directly with the project team. Finally, we will open the formal comment period, where you will have the opportunity to provide statements at the microphone or you may provide your comments directly to the court reporter or in writing. With spoken statements, we will start with in-person comments, then hear any comments from online attendees."]

[pause]

At this time we will play the project video.

Section 3 Project Video

[Video plays on both in-person and online platforms]

In a moment, we will have a (length of time)-minute intermission. This is your opportunity to ask questions and discuss the project with the project team. We will not be responding to questions during formal testimony. If you have additional questions following the hearing tonight, you may reach out to me by email or phone. My contact information is on your handout and the project webpage.

If you would like to make a verbal comment tonight, fill out a speaker card and give it to anyone with a nametag. If you do not wish to speak at the microphone, you may provide your comments in writing or directly to the court reporter at the comment table at any time. Please keep in mind that the comment period for this hearing will remain open for (number) days. Anyone wishing to submit written statements or other exhibits in place of or in addition to verbal statements, may do so. You have until (date) to postmark or submit comments to become a part of the official hearing transcript. Please see your handout, the display boards, or the project webpage for contact and mailing information.

We will now break for intermission.

The time is now _____. We will resume at _____.

Section 5 GoTo Reminder Intermission

ONLINE MODERATOR

Before online attendees break for intermission, I want to go over again how you can make a formal verbal comment online.

[Instructions on how to submit a comment or request to speak]

We will now continue with the intermission and begin again at _____ p.m.

Intermission – (length of time) minutes

6 Formal Testimony

IN-PERSON MODERATOR

Ladies and gentlemen, we will now begin the public testimony portion of the hearing. We welcome your spoken or written comments that will help us make this important decision and all comments are weighted equally. As a reminder, we will not be responding to comments during testimony. Our focus tonight is *recording* your comments. If you have additional questions following tonight's hearing, feel free to reach out to me.

In-person speakers, please direct all comments clearly into the microphone and toward the court reporter to ensure your comment is captured accurately for the project record.

Please limit your comment to (3 minutes).

We will now call on those who have registered to speak in person. We will start with:

(call name on first card)

Please come forward, state your name and address, and if you represent an organization, municipality, or other public body. And so the next person can prepare, the next speaker will be _____.

(first speaker finishes)

Thank you for your comment.

Next is ____, followed by _____

(and so on, calling the "on deck" speaker each time…)

After all in-person testimony is complete:

Is there anyone else attending in person who has not spoken but would like to speak?

(Seeing no one) We will move to our speakers joining us online.

6a Online Testimony

(In-person camera will still be on the podium)

ONLINE MODERATOR

Now we will call upon those attending online who have signed up to speak.

First we will call upon ***(first speaker)***. Please unmute yourself and state your name and address, and if you represent an organization, municipality, or other public body.

And so you can prepare, the next speaker will be _____.

Speaker provides comment.

Thank you for your comment.

(continue through online speakers and call "on-deck" speaker each time.)

Is there anyone else attending online who has not spoken but would like to speak?

(seeing no one) We will return to our in-person moderator to close out the hearing.

IN-PERSON MODERATOR

Is there anyone who has not spoken who would like to speak?

(Seeing no one…)

Section 7 Closing

Once again, written statements and exhibits in place of or in addition to verbal statements will be accepted and recorded as part of this hearing if postmarked or sent by (number) days after this hearing on (date).

After the comment period closes, the project team will compile all comments, and together with the engineering and environmental work that has been done, make a final recommendation that will be submitted to the FDOT Office of Environmental Management for approval. If approved, we will publish the results of the study in the (publication name) and post the approval on the project webpage.

All hearing materials, such as the project video, environmental and engineering documents, and informational graphics, have been available to the public online since (date). These materials are also available for viewing at the venue here tonight. Additionally, project engineering and environmental documents are available for review at the (FDOT District Office Address) and (name, full location address)(, as well as on the project webpage).

The verbatim transcript of this hearing's proceedings, together with all written statements or exhibits received and all studies, displays, and informational material presented with

this hearing, will be made part of the project decision-making process and will be available for public review upon request at the (location).

Thank you for attending this public hearing and for providing your input into this project. It is now (state the time).

I hereby officially close the public hearing for (study name and limits) in (location), Florida. Thank you again and have a good evening.