**RESTORATION TAX ABATEMENT (RTA) PROGRAM | CITY OF NEW ORLEANS**
RTA REVIEW COMMITTEE MEETING

**VIRTUAL MEETING FORMAT**:
- the moderator will commence meeting with a welcome and opening remarks;
- roll call will be taken to establish quorum;
- the agenda is read in its entirety by the moderator (moderator/program manager):
- at the beginning of the meeting, the moderator will read aloud the entire RTA Review Committee meeting agenda. Thereafter, the meeting will recess for 10 minutes so that members of the public may provide written public comment within the virtual chat room on any agenda item;
  - only written public comment will be accepted; live comment will not be permitted;
  - each public comment submission MUST contain the commenter's (i) *full name*, (ii) the commenter's *email address*, (iii) and the agenda item to which the comment pertains (RTA application number and property address)
  - public comment will be limited to one comment per person, per item; comments should also be limited to 2 minutes when read aloud;
  - public comment will be closed at the end of the 10-minute public comment period; no written comments will be accepted beyond that point;
- after the recess concludes, the moderator will request an adoption of the minutes from the last meeting and introduce the agenda items subject to committee recommendation
- all meeting presenters (committee and applicants) will be asked to state their name before addressing the group for public record;
- the moderator will introduce each agenda item by providing brief overview;
- each applicant (attendee) will be given the floor to speak for up to 5 minutes;
- the Committee (panelists) will provide comments and questions on the respective application;
- before the Committee votes on an agenda item, the moderator will read into the record all comments pertaining to that item that have been submitted
- the moderator will request a committee vote of recommended approval or denial of the subject application(s); each committee will be requested to cast their votes individually;
- the moderator will proceed thru the agenda and then adjourn.