



PROCEDURES FOR PUBLIC COMMENT

1. Public comment on any item on the agenda on which a vote may be taken will be received at each of the public meetings of the Board.
 - A. The period of public comment will be immediately following the conclusion of the Financial Review given by the CFO. The Chairperson of the Board, or the person conducting the meeting, has the authority to end the comment period if it is felt that the comments are not germane to the subject or contrary to good order.
 - B. The agenda for each regular meeting will also include a public comment opportunity just after the conclusion of the report given by the President-CEO, and any sub-reports given. This additional period of public comment is for comments/questions about any item(s) presented/discussed during the course of the report by the President-CEO, and sub-reports by any authorized person.
 - C. The following language shall be added at the bottom of each agenda:

ALL MEETINGS ARE OPEN TO THE PUBLIC

In accordance with the Board's Public Comment Policy, all items on which action is to be taken are open for public comment, and comments and questions may be received on other topics reported at such time as the opportunity is announced by the Chairperson of the Board or the person conducting the meeting.

2. Persons wishing to comment must be physically present at the meeting and shall:
 - A. Speak only when recognized by the Chairperson of the Board or the person conducting the meeting.
 - B. Speak only on the agenda item that has been announced or as stated in item 1B above.
 - C. Rise (if able) and state their name prior to any remarks on an agenda item.
 - D. Direct all comments to the Board Chairperson or the person conducting the meeting.

E. Display proper decorum and conduct at all times.

- i. There is an absolute prohibition on personal attacks on Board members, staff, or others. Comments considered profane, frivolous, harassing, or repetitive are not appropriate for comment.
- ii. The Chairperson of the Board or person conducting the meeting has the right to exclude such comments at their discretion, prohibit further comment for any speaker who violates the rules, and, if necessary, call for the removal from the meeting of any person for misconduct or refusal to obey reasonable orders.
- iii. If speaking on behalf of a group, provide documentation for approval by the Board Chairperson or person conducting the meeting that their presented views are those of the organization. A resolution or official minutes from the organization are acceptable forms of documentation.
- iv. Speak only once per agenda item and **limit comments to three (3) minutes or less.**
- v. If the Board chooses to ask questions of the speaker, the speaker's answers are not considered part of the speaker's three (3) minute time limitation.
- vi. The Chairperson of the Board, or whoever chairs a meeting, may extend the time of any speaker for an additional period of up to three minutes if to do so would allow a complete expression and understanding of the proffered remarks, would not jeopardize the management of the agenda, and no objection is made by any other Board member.