



## PROCEDURE FOR CONDUCT OF THE PUBLIC COMMENTS PORTION OF BOARD MEETINGS

In order to assure the orderly conduct of and the allocation of a reasonable period of time for public comments, the following procedures shall govern the conduct of the public comments portion of Board meetings.

1. The public comments portion of board meetings shall not exceed forty-five (45) minutes unless action is taken by the Board to extend said time limit. The Chair is authorized to impose a time limit of three (3) minutes for each speaker. When the time allotted for public comments has expired, those who have not had the opportunity to address the Board may, within three (3) business days following the meeting, deliver written comments to the Board Recording Secretary for distribution to the members of the Board.
2. Each speaker must be recognized by the Chair, shall provide his/her name, identify the capacity in which they are speaking, i.e. either as a member of the public, an employee union member or other, and direct the comments to the Board Chair. The public comments portion of the meeting is not a forum for negotiation of labor contracts, debate or cross dialogue.
3. The Chair in his/her discretion may waive strict application of these procedures if the waiver will promote the efficient conduct of the Board meeting.
4. The Chair shall have discretion to permit invited guests of the Board to address the Board at any time during the meeting agenda the Chair deems appropriate without imposition of the foregoing procedures applicable to the public comments portion of the Board meeting.
5. When a health emergency precludes in-person meetings of the Board, members of the public will be able to access remote Board meetings except for executive sessions, utilizing remote access technology. During the segment of remote public meetings designated for receipt of public comments, members of the public may make comments by audio means. For remote board meetings the public may submit written comments to the recording secretary of the Board by electronic mail or written letter. During the public comments meeting segment, the meeting chair will read those written comments received two business days prior to the date of the meeting.
6. At the beginning of the remote meeting, the chair will make a statement explaining the procedure for making public comments and the audio muting function.
7. Members of the public shall refrain from behavior at in-person or remote Board meetings that is disruptive like speaking or unmuting before being recognized by the chair, shouting, interruption, intimidation, or use of profanity. If the disruptive behavior continues after an initial warning, the chair may preclude the individual from making further comments including muting the individual's remote audio access.

A. The following rules for public participation shall apply:

1. Time limits will be strictly enforced;
2. No personal attacks on individuals;
3. No vulgar or indecent language
4. A person may address the Board no more than once during a single meeting;
5. A speaker should refrain from naming individuals; and
6. Questions posed during public participation will not be debated.

B. The presiding officer may:

1. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
5. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.