

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 will open the public comments section by asking for a show of hands of individuals seeking to address the Board, and if more than four (4), the Chair is authorized to impose a time limit of five (5) 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, delivery 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, 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. Each speaker during the public comments portion of the board meetings is expected to always maintain appropriate decorum. If, at any time during said meetings, the Chair of the board feels it is necessary, he/she may take appropriate action to maintain proper control of the meeting.