

## POLICY FOR PUBLIC COMMENT

**Policy:** It is the policy of the Board that input from the public is encouraged. The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meetings in an efficient and effective manner.

1. Public comments are permitted during the "Public Comment" portion of the Agenda.
2. The Board President or person conducting the meeting may grant a request to address the Board during other portions of the meeting.
3. The Board President or person conducting the meeting will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
4. Each speaker shall provide his or her name and address and his or her group affiliation (if any).
5. If speaking on behalf of a group, the speaker should provide documentation for approval by the Board President or person conducting the meeting that his or her presented views are those of the organization. A resolution or official minutes from the organization are acceptable forms of documentation.
6. Comments should be brief and to the point. Personal attacks on Board members or others, comments considered profane, frivolous, harassing, and repetitive are prohibited.
7. The Board may not respond at this meeting to a speaker's questions, requests for information, or requests for action. The Board may note the speaker's request and respond at a later appropriate time after Board members have an opportunity to deliberate about the request.
8. Each person is allowed between two (2) and five (5) minutes to speak unless the Board President or person conducting the meeting grants additional time.
9. Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak.
10. Minutes are a summary of the Board's discussions and actions. Speaker requests to append the written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Board's files rather than in the minutes.

Approved February 8, 2011

Revised August 8, 2017

Thomas Lee Miller  
President, Board of Trustees