

Public Comment Policy – (Revised 9/19/07)

- A. Citizen responsibilities during the Public Comment section of the agenda:
1. Sign-up in person with the Recording Secretary or designee prior to the start of the meeting.
 2. Comment to the Board on topics *not listed on the agenda*; time starts when recognized by the Chairman.
 3. Limit repetitious comment(s); speakers supporting the same issue are encouraged to appoint a spokesperson who may ask members of the audience represented to stand/raise their hand during comment(s).
 4. Individual speakers have up to 3 minutes and a spokesperson representing a group present at the meeting has up to 5 minutes.
- B. Citizen responsibilities during Action Items section of the agenda:
1. Sign-up in person with the Recording Secretary or designee prior to the start of the meeting to comment on specific action item(s).
 2. Time starts when recognized by the Chairman.
 3. Limit repetitious comment(s); speakers supporting the same issue are encouraged to appoint a spokesperson who may ask members of the audience represented to stand/raise their hand during comment(s).
 4. Individual speakers have up to 3 minutes and a spokesperson representing a group present at the meeting has up to 5 minutes.
- C. Public comment regarding recommendations for increase(s) in standard(s):
1. Public Comment will be entertained during two meetings: the initial meeting when recommendations are first brought before the Board and again during the Public Hearing.
 2. Public Comment will not be heard again on these recommendations until the Board meeting following final Board approval.
- D. Written Documents:
Written documents may be distributed and will be filed with the minutes and available to absent Board members.

Notes:

- The intent of the policy is to make more effective use of the Public Comment portion of the agenda, not unlimited use.
- The Board is not required to respond to citizen comment.
- Comment to the Board does not constitute a formal complaint, is not considered a request for records, and does not require staff response unless directed to do so by Board.

POLICY FOR RECORDING MEETINGS (Revised 11/1/06)

Citizens desiring or requiring a verbatim transcript of the meeting, or needing a transcript for appeal, should, at their own expense, retain a certified court reporter to record the meeting, or the relevant portion of the meeting.

Citizens not needing a verbatim transcript or transcript for appeal may use silent, unobtrusive recording devices to record meetings.

Video cameras may be used to record meetings, but the cameras must be hand held. Tripods may be used only in the area(s) designated by staff. The designated tripod area will not impede ingress or egress, or the ability of attendees to see the meeting and will be adjusted according to known attendance.

Persons needing an accommodation may request it by calling the executive secretary at 547-5840 at least two business days prior to the Board meeting.