

PUBLIC MEETING POLICY

All meetings of the South Central Transit Authority (SCTA) Board of Directors (the "Board") shall be conducted pursuant to the following policy pursuant to the adoption of respective resolutions governing the adoption of this policy.

I. Purpose.

The purpose of this Policy is to maintain order of public meetings by structuring the public comment process in such a way as to allow the Board to effectively and efficiently perform their primary function of making collective decisions on issues before them. Furthermore, this Policy is adopted to ensure that each citizen's equal opportunity to comment on matters of concern before the Board is not infringed upon or limited by another citizen's undue disruptions or behavior at public meetings.

Public comment is not intended to be a debate of issues but a period of time for the Board to consider and listen to views of non-board members.

II. Meeting Structure.

The meeting structure shall be dictated by the applicable agenda that shall be distributed to the Board prior to the public meeting and shall be available to the public at the commencement of each meeting. Such agenda shall provide for a public comment process prior to the adjournment of each meeting as more fully described herein.

III. Public Comment. Public comments at all meetings shall be governed by the following:

- A. Role of Chairperson. The Board Chairperson shall preside over public comment periods and recognize individuals wishing to offer comment (hereinafter referred to as "Citizens").
- B. Persons Permitted to Make Comment. To ensure accurate minutes any person wishing to make public comment shall sign in on the sign-in sheet available at the meeting and shall notify the Authority at least one day in advance of their desire to make comment. The sign-up period shall conclude at 5 PM prevailing time, the day prior to the regular scheduled board meeting.

In the event of special meetings, the comment period will be extended to one hour before the meeting and limited to matters advertised for such meeting.

C. Time for Public Comment.

1. Non-agenda items. One period of public comment is provided at each meeting. The purpose of the public comment period is for individuals to give comments on non-agenda items.

2. Each statement by a citizen shall be limited to no more than two (2) minutes duration. In an effort to ensure that all citizens and points of view are considered by the Board, comment periods may not be shared among those eligible for comment.

3. The public comment period on non-agenda items shall be limited to a total of fifteen (15) minutes for all speakers.

4. Agenda items. Citizens may address items appearing on the agenda during *Section 3, Order of Business* portion of the meeting. Citizens seeking to comment on an agenda item shall be recognized by the Chairperson by opening the floor for comment after discussing if there was any *Changes to the Agenda*.

D. Manner of Public Comment.

1. Each speaker shall speak only when recognized by the Chairperson.

2. Each speaker shall identify themselves by name. If necessary, a speaker shall provide proof of eligibility for comment pursuant to the criteria within Section III(B) of this Policy.

3. All public comments shall be directed to the Chairperson.

4. Those making comments shall speak clearly and slowly.

5. Citizens shall not disrupt other citizens or the deliberations or the discussion of the Board.

6. No citizen shall speak more than once on the same topic unless all others who wish to speak on the topic have been heard. A citizen may address a topic no more than twice in one meeting.

7. The chairperson shall issue one warning to a citizen whose comments violate this Policy by stating that such citizen is out of order, warned of the violation and giving the basis therefore. Further failure to conform conduct to this policy shall be grounds for the Board to consider removing the citizen from the meeting.

8. Citizens should avoid duplicative comments and if they intend to comment on a subject for which comment has been made, they should only refer to previous comments and their agreement. In the case of disagreement with prior comments, the Citizen shall not be considered duplicative.

9. Board members should keep in mind their role as a fiduciary of the organization and refrain from argumentative comments with other board members or citizens.

E. Disruptive Comments.

1. Citizens shall not comment in a manner that is disruptive, disregards the rules of decorum or for the purpose of preventing the conduct of business at a meeting.

2. The Chairperson may rule out of order scandalous, impertinent and redundant comment or any comment the discernable purpose of which is to disrupt or prevent the conduct of the business at the meeting.

F. Comments for Professionals/SCTA Staff.

1. In the event the Chairperson deems it appropriate, the Chairperson shall direct the appropriate SCTA official, professional or staff member to look into an issue. No response or comments to public comments will be provided during the comment period.

G. Minutes

1. Public comments are not transcribed but will be generally noted with the name of the speaker and general subject matter of the comment.