

## 1-105 Call to the Public Procedure

During each Board meeting, the Board conducts a “Call to the Public” when members of the public may address the Board. Speakers who wish to address the Board:

- Must turn in a signed request (using the form provided at the Board meeting) to the Board Secretary. Any written materials for the Board should be included with this request.
- Are given up to five minutes to make their remarks.

The following priority will be given to speakers during “Call to the Public”:

1. Matters scheduled on the same meeting’s agenda.
2. Other matters; presenters who haven’t address the Board in the previous two months.
3. Other matters: presenters who have addressed the Board in the previous two months.

The Board retains its prerogative to:

- Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- Limit the time or the number of speakers on the same issue.
- Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed, or if members of the public would like materials distributed to the Board, written materials may be provided to the Board Secretary. All written materials are distributed to and given consideration by the Board.

Because of the diversity of issues presented during “Call to the Public,” Board members generally do not respond to speakers during this comment period. The speaker’s concerns are recorded and may be referred to the appropriate staff for follow-up. The Board is informed of the outcomes of the staff efforts to respond to the speaker’s concerns.

Adopted May 22, 2007