

**POLICY #** **RDA-MGT-02** **POLICY NAME:** **Management, Public Access, Public Comment**

**APPROVAL DATE:** 11/20/2012  
**EFFECTIVE DATE:** 11/20/2012  
**REVISION DATE:** 11/20/2012



**SIGNATURE**

**REFERENCE TO OTHER POLICIES AND PROCEDURES**

Management, Public Access, Access to Public Records

**PURPOSE**

The purpose of this policy is to establish a clear and efficient process for assuring that the general public has the opportunity to provide public comment with regard to agenda items and/or other business being discussed, conducted and/or voted upon at an open meeting of the RDA Board of Directors.

**POLICY**

The RDA Board seeks to assure all those interested in making public comments have the opportunity to speak and that the comments are delivered in a professional manner adhering to established guidelines published with each meeting agenda.

Furthermore, the RDA Board will conduct its meetings in a courteous and respectful manner. Behavior or language by board members, staff or attendees that is uncivil, abusive, demeaning, hostile or intimidating and brings disruption or disorder to the proceedings will not be tolerated.

**PROCEDURE**

To facilitate public comment, the following procedure will be utilized:

1. The RDA Board of Directors and Working Group meetings are conducted for the purpose of carrying on the official business of the RDA.
2. All regular, special and emergency meetings, not specified as "Executive Session," of the Board of Directors are open to the public.
3. Prior to each meeting, copies of the prepared agenda will be prominently displayed at the registration table in addition to a sign in sheet for those interested in making public comments.
4. A set of "Guidelines for Public Comment" will be included on the agenda to remind those in attendance about the process for addressing the board. The sign-in sheet (Attachment "A"), includes instructions for public comment. Instructions for public comment will be posted on the agency's Web site (language can be found in Attachment "B").
5. Any individual who desires to provide public comment on any agenda item coming before the RDA Board of Directors during that session, will provide their name and organization on the sign-in sheet and the agenda item(s) they will be addressing.

6. Just prior to the start of the meeting, the sign-in sheet will be given to the Chairperson so to assure all those interested in speaking are given the opportunity and agenda time is managed.
7. Upon convening of the public meeting, the Chairperson will recognize the person(s) wishing to make comments at the beginning of these agenda sections ONLY:
  - a. General Public Comment (beginning of meeting)
  - b. Working Group/Project Status Review (beginning of section only)
  - c. Unfinished Business
  - d. New Business.
8. Each person will be introduced by the chairperson and will be given up to three minutes to speak on that particular agenda item.
9. The Board discourages duplication or repetition of comments and will request that groups or organizations be represented by designated spokesperson.
10. Members of the Board may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues as this is a time for public input, not debate or general dialogue.
11. Questions must be addressed through the Chairperson. The RDA Board of Directors is not required to respond during the comments period.
12. All speakers are to address the Chairperson and requests for information or concerns that require further research may be referred to the Chairperson for RDA Board and/or Staff consideration at a later date.
13. Public comments regarding personnel issues will not be heard or addressed in any manner. These issues must follow chain of command to the President and CEO and then the Chairperson as needed.
14. If at anytime during the course of public comment periods, the meeting conditions pose a public safety concern, the Chairman may deem it necessary to request the removal of person(s) causing disruptive or disorderly conduct and/or may adjourn the meeting without advance notice.
15. All public comments are digitally recorded and those statements may be summarized by RDA staff in the meeting minutes. These methods of documenting public comments will become part of the official record of the RDA Board of Directors meeting.
16. Original sign-in sheets will be retained with the recorded minutes.



## ATTACHMENT "B"

### Instructions for Public Comment

**Purpose:** To establish a clear and efficient process for assuring that the general public has the opportunity to provide public comment with regard to agenda items and/or other business being discussed, conducted and/or voted upon at an open meeting of the RDA Board of Directors.

1. Any individual who desires to provide public comment before the RDA Board of Directors will provide their name and organization on the sign-in sheet and "check mark" the agenda section(s) they will be addressing (*the **only** agenda sections in which public comment will be solicited for are: General Public Comment, Working Group/Project Status Review, Unfinished Business and New Business*).
2. Just prior to the start of the meeting, the sign-in sheet will be given to the Chairperson so to assure all those interested in speaking are given the opportunity and agenda time is managed.
3. Upon convening of the public meeting, the Chairperson will recognize the person(s) wishing to make comments at the **beginning** of these agenda sections **ONLY**:
  - a. General Public Comment (beginning of meeting)
  - b. Working Group/Project Status Review (beginning of section only)
  - c. Unfinished Business
  - d. New Business.
4. The Board discourages duplication or repetition of comments and will request that groups or organizations be represented by a designated spokesperson.
5. Each person will be introduced by the chairperson and will be given up to three minutes to speak on that particular agenda item.
6. Board members may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues as this is a time for public input, not debate or general dialogue. The RDA Board of Directors is not required to respond during the comments period.
7. Public comments regarding personnel issues will not be heard or addressed in any manner.
8. At the conclusion of each meeting, members of the general public, who have not already spoken to specific concerns, will be given the opportunity to make additional comments regarding business items discussed by the RDA Board of Directors during that session.