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# STATE OF INDIANA

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**DISTRESSED UNIT APPEAL BOARD**



**ONE NORTH CAPITOL AVENUE, SUITE 900  
INDIANAPOLIS, IN 46204  
PHONE (317) 234-2273**

## **DISTRESSED UNIT APPEAL BOARD PUBLIC COMMENT POLICY Adopted July 9, 2020**

The Board recognizes the importance of public involvement in matters surrounding their local governments. As such, the purpose of this policy is to both allow for public opinion to be heard in a public forum, while ensuring proper Board meeting decorum. Therefore, the Distressed Unit Appeal Board (“Board”) shall, at its regular business meetings, accept comment from any interested person on items that appear on the Board’s agenda for that meeting, as well as general public comments.

A person who desires to speak to the Board must register at the Board meeting room on the day of the meeting. Registration sheets shall customarily be available at least twenty (20) minutes prior to the start of the Board meeting, and registration shall close five (5) minutes before the start of the meeting. Required registration information shall include the name and address of the person providing the comments, the name of the organization (if any) that the person represents, and the topic to be discussed.

For online meetings, a person who desires to speak to the Board must send a chat message to the meeting host at least five (5) minutes before the start of the meeting. The message shall include the name and address of the person providing the comments, the name of the organization (if any) that the person represents, and the topic to be discussed.

Public comments are subject to the following rules:

- Public comments are limited to three (3) minutes in length. Statements shall be timed by the Board Executive Director or designee and time limits will be strictly enforced.
- Written comments may be submitted to the Chair or Board Executive Director by a speaker and copies shall be distributed to the full Board.
- No person may speak more than once.
- Comments shall be directed to the Board, not to an individual Board member, and questions will not be entertained.
- Statements shall not be abusive or argumentative, and persons making statements shall not debate statements made by other persons.
- Statements regarding personnel matters associated with a political subdivision under the Board’s oversight will not be entertained.

The Board Chair shall enforce these rules and may, subject to appeal to the Board, take actions necessary to maintain order at the Board meeting. Such actions may include, but are not limited to:

- Interrupting a person making a statement if the statement is too lengthy, unduly repetitive or otherwise violates these rules; and
- Limiting the total amount of time devoted to public statements based on the number of persons wishing to make statements and the length of the Board’s agenda.

The Board may also designate a meeting as a public hearing on a particular issue, giving more citizens the opportunity to present their opinions to the Board.