

Board Meeting Public Guidelines

Time Limit for Public Comment

- Each speaker may address the Board for not more than 2 minutes per meeting. The board has the right to extend or reduce the 2-minute time limit as it sees fit at any meeting.
- The official time for each speaker will be maintained and enforced by the Chair or the Chair's designee.
- Speakers may not spool their time or give unused time to another speaker.
- If there are many individuals aligned on an issue who plan to provide the same or similar comments, the presiding officer may request that the group designate a spokesperson to speak on group's behalf. However, individuals may still provide additional comment if they choose to do so.
- If a speaker addresses the board through translator, the speaker will be granted twice the amount of time granted to other speakers in accordance with this policy.
- Time spent on Board member questions or comments shall not be counted against a speaker's time.

Location for Public Comment

The presiding officer shall identify the podium, table, microphone, or other location from which the speaker may address the Board. Speakers may not address the Board from any other location.

Decorum

- All members of the public shall always be respectful of the board and other attendees
- Speakers shall address the Board one at a time.
- Attendees may not interrupt a speaker or Board member when the speaker or board member has the floor.

Response by Board

- The Board welcomes public input and will take note of all public comments it receives at a meeting. The Board may ask questions and engage in dialogue about public comments regarding items on the agenda. For public comments on items not on the agenda, the requirements of the Texas Open Meetings Act (Tex. Gov. Code Ch.551) prevent the Board from engaging in dialogue but allow the Board to

provide statements of factual information or recite existing policy in response to an inquiry.

Right of Public to Address the Board

Pursuant to Section 551.007, Texas Government Code, each member of the public who desires to address the Board regarding an item on the agenda for an open meeting of the Board may do so in accordance with this policy. The right to address the board applies to any member of the public.

Comment Procedure

- After the proceeding officer calls the meeting to order, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
- The Board will place the official sign-up sheet for the meeting in a conspicuous location at the meeting not later than 15 minutes before the presiding officer calls the meeting to order. Speakers may sign up to address the Board at any time before the presiding officer closes the public comment period agenda item, at which time the Board will collect the official sign-up sheet. Individuals may not address the Board or add their name or additional topics to the official sign-up sheet after the Board has collected it.
- Each speaker shall list their name on the official sign-up sheet, as well as the specific agenda item(s) they will be addressing. In addition to public comment on agenda items, the Board may also hear public comment on issues of general concern under its jurisdiction that are not on the agenda, they shall indicate on the official sign-up sheet that they wish to speak on a matter of general concern under the Board's jurisdiction.
- The Board will solicit speakers on each agenda item in numerical order. If the Board hears public comment on issue of general concern under the Board's jurisdiction, those matters will be heard after the Board has received public comment on each item on the agenda. The Board will not hear public comments on matters that are not under its jurisdiction.
- The public comment period will end after all individuals on the official sign-up sheet have address the Board.

