



Public Comment Guidelines
Fire District Board of Commissioners
(5/16/16)

Reference: Board Policy 1441, Public Comment Policy

The Fire District's Board of Commissioners is committed to providing members of the public with the opportunity to publicly comment on matters related to governing the Fire District. Therefore, in addition to conducting public hearings, a public comment period is provided during each Board meeting for the express purpose of receiving public comments. Participants must be either residents of the Fire District, a District member, or an authorized designee of such residents or member.

All public comments shall be subject to the following guidelines:

1. Public comment subject matter shall not include any of the following: matters related to the candidacy of any person seeking public office, including candidacy of the person addressing the Board; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition or matters that are made confidential by law.
2. Persons who wish to speak during the public comment period must register on a sign-up sheet located at the entrance to the meeting room. Speakers will provide contact information and the topic of their comments on the sign-up sheet. Sign-up sheets will be available thirty minutes before the start of the meeting. No one will be allowed to have their name placed on the list by way of a telephone or electronic request to District staff.
3. Public comment periods will be opened at the beginning of each Board meeting and is limited to a maximum of thirty minutes. If the time period runs out before all registered speakers have spoken, the Board may elect to extend the comment period.
4. The Board will only acknowledge one speaker at a time and will do so in the order in which their name appears on the sign-up sheet. Speakers will address the Board from the podium at the front of the room and begin their remarks by stating their name and address.
5. Each registered speaker will have up to three minutes to make their remarks. Each speaker may be allotted one additional time period, if another registered speaker yields their time.
6. Public comment is not intended to require the Board to answer impromptu questions. Speakers will address the Board as a whole, refraining from directing their comments at an individual commissioner. Discussion between speakers and members of the audience are not allowed.
7. Speakers will be courteous in their language and presentation. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity. Any applause will be held until the end of the public comment period.
8. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Secretary of the Board.
9. Action on items brought up during the public comment period will be at the Board's discretion.