

## Public Comment Policy

1. The agenda for any public meeting that includes actionable items will reserve one or more opportunities for public comment. This opportunity may consist of a single comment period for all actionable items, or separate comment periods for each actionable item.
2. “Actionable items” are agenda items that require a vote, except for procedural votes such as adopting minutes, adopting a determination of necessity, or voting to adjourn. Reports and updates do not constitute “actionable items” subject to public comment. “Actionable items” subject to public comment do not include disciplinary matters.
3. Members of the public will be given the opportunity to comment on an actionable item in advance of a vote on that item.
4. Members of the public may indicate their desire to comment by filling out a form at the meeting if they are present in-person, or by indicating that intent through the videoconferencing platform used for the meeting, if applicable. Specific instructions will be provided in advance of each meeting.
5. Speakers are limited to three minutes per person. Commenters may not yield time to each other to extend this period. Speakers should identify themselves at the beginning of their allotted time, including their affiliation if applicable.
6. Comments shall be limited to actionable items on the agenda.
7. Speakers should conduct themselves in a respectful manner and will be asked to remove themselves if they engage in threatening or disruptive behavior.
8. The opportunity for public comment may be extended at the discretion of the Chair, or upon majority vote.