



## **Rules of Public Comment at Meetings**

1. A person may comment at any public meeting of the Interurban Transit Partnership (ITP) Board, but only during one or more portions of the meeting set aside for public comment or as otherwise permitted at the Chair's or presiding officer's discretion.
2. A person may address the ITP Board only after recognition by the Chair or presiding officer. Each person shall first state their name and municipality of residence. All comments shall be directed to the Chair or the presiding officer.
3. All comments must relate to ITP business or matter or which the ITP Board has jurisdiction.
4. No person shall:
  - a. Commit a breach of the peace. A breach of the peace includes, but is not limited to, the following:
    - i. Any conduct that incites violence, is intended to incite violence, or has a tendency to incite violence; or
    - ii. Making abusive, obscene, or similarly inappropriate remarks
  - b. Make a verbal personal attack upon an officer, employee or board member of the ITP.
  - c. Make a false, unfounded or highly irresponsible statement about an officer, employee or board member of the ITP.

ITP has the right to remove from the meeting any person who violates this Section 4. ITP may also terminate that person's remaining time to speak. ITP may, but need not, warn a person before terminating that person's remaining time or removing them.
5. Each person shall have a maximum of three (3) minutes to speak. This time may be extended to not more than ten (10) minutes at the Chair's or presiding officer's discretion if the person represents others in attendance at the meeting who do not intend to speak for themselves on that issue. The Chair or presiding officer may exercise discretion to reduce the speaking time to less than three minutes if the number of persons desiring to speak and the constraints of time make it impractical for all persons to speak if each is given three minutes. The rules in this Section 5 shall not be applied in a manner that violates applicable law by completely denying a person the right to address the ITP Board at a public meeting.
6. Each person may speak only once, except at the discretion of the Chair or presiding officer.
7. A person providing public comment at an ITP Committee or Board meeting may distribute documents based on the following:
  - a. Documents must relate to ITP business or matters over which the ITP Board or Committee has jurisdiction
  - b. Documents must support comments being made, such as talking points or illustrations.
  - c. Documents consisting of one page intended for the Board or a Committee should be given to the Board Secretary for distribution. A sufficient number of copies must be provided.
  - d. Position papers or lengthy documents must be submitted to the Office of the CEO for vetting. A sufficient number of copies must be provided in time to be distributed with agenda packets.
  - e. At the Board or Committee Chair's discretion, documents may be referred to staff or another Committee for a response at a future meeting.
  - f. Documents may be refused by the Chair based on inappropriate or unrelated content.

Established and recorded by resolution of the ITP Board on April 28, 2004, and amended by the ITP Board on August 25, 2010.

\_\_\_\_\_  
Kris Heald, ITP Board Secretary