



PROCEDURE: How to Engage in Public Comment During a Board of Trustees or Committee Meeting

Public Comment is heard at three different points during Board of Trustee meetings:

- *BEFORE CONSIDERATION OF ITEMS ON THE AGENDA* - The public is permitted to make public comment on any matter not on the agenda. You will have three minutes to make your statement, unless the President or Chair has announced otherwise, so please come prepared.
- *BEFORE ACTION* on a motion or an agenda item. Public Comment at this stage is limited to the item under discussion. As above, please keep your comments to three minutes.
- *AFTER ACTION ON ALL AGENDA ITEMS HAVE BEEN ACTED*. Public Comment is open to any legitimate item of business that can be considered by the Board of Trustees or the Committee. Again, please keep your comments brief.

How to make a comment:

- The President or Chair will announce an opportunity for public comment, either on a specific issue or generally, depending on where we are in the agenda (see above).
- After you are recognized by the President or Chair, state your name and address for the record.
- You may then make your comment or ask your question. As noted above, you will have three minutes to make your statement, unless the President or Chair has announced otherwise.

Adopted: April 18, 2022