

## **PUBLIC COMMENT POLICY**

### **PROCEDURES FOR APPEARANCES BEFORE THE HCSD BOARD OF DIRECTORS AND ITS COMMITTEES – PUBLIC COMMENT PERIOD**

**Adopted and Approved by the Humboldt Community Services District Board of Directors  
at its regular meeting of January 26, 2010**

The HCSD Board of Directors holds regular meetings on the second and fourth Tuesdays of the month at 5:00 p.m., in the Board Room at 5055 Walnut Drive, Eureka, CA 95503. Members of the public are invited to address the HCSD Board of Directors whenever the Board or any of its Committees meets in open session in accordance with the guidelines below. In addition, written communications to HCSD Board of Directors are always welcome.

**MEETING FORMAT:** Agendas are available the Friday prior to the meeting; after noon in the District lobby and on line at [www.humboldtcsd.com](http://www.humboldtcsd.com). The format and procedures for the Board Agenda are set by Ordinance 95-2 §1, 1995.

**ITEMS ON THE AGENDA:** At the opening of each item on the agenda, the Board President will call for staff to give a report and summary of the item. If necessary, the President may then call upon referenced parties to make a presentation.

**PUBLIC COMMENT:** After the Board has an opportunity to discuss the item and ask questions of staff and presenters, the President will open the floor to public comment. *The public Speaker's Role* is to provide additional information focused on the item under consideration that will assist the Board in making their final decision on the matter. Be prepared to be limited to a *three-minute (3-minute)* time-period, especially on controversial items.

**BOARD DELIBERATION AND VOTE:** At the point when the President closes public comment, the Board will discuss the item and make their final deliberations. After each Board member has had an opportunity to speak, the President will call for a vote.

**ORAL COMMUNICATIONS:** There is a time set aside on each agenda *for the public to address the Board of Directors on matters not on the agenda*. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

**CONSEQUENCES:** Any person or persons who continue to violate the guidelines after receiving a warning will be required to leave the meeting.

**PERSONAL, VERBAL ATTACKS AGAINST BOARD OF DIRECTORS,  
STAFF, OR THE PUBLIC IS NOT ACCEPTABLE BEHAVIOR.**