

## **PROTOCOLS FOR PUBLIC COMMUNICATION AT BOARD AND COMMITTEE MEETINGS**

- 1. Oral Presentations on Issues under River Authority's Jurisdiction.** Citizens wanting to be heard on any matter under River Authority's jurisdiction will be given an opportunity to address the Board at all meetings. Citizens must be physically present in order to address the Board and must sign up in person prior to the call to order to document their intent to speak. Any person wishing to make an oral presentation at a Board meeting must complete a registration form that indicates the agenda item or other topic on which they wish to comment, along with the speaker's name, address and other relevant information. Any person making an oral presentation to the Board may distribute related materials to the Board at the meeting.
- 2. Time Allocation.** The presiding officer may limit the length of time for each speaker to three (3) minutes. Speakers may not trade or donate time to other speakers without permission from the presiding officer, and repetitive testimony shall be minimized or disallowed at the discretion of the presiding officer.
- 3. Time To Speak.** Citizens to be heard will be given an opportunity to speak at the beginning of the meeting prior to any actions by the Board or committee. The presiding officer has the discretion to allow citizens to speak at another time in the meeting if it is deemed relevant to the governing body's deliberations by the presiding officer and is not disruptive to the conduct of the meeting.
- 4. Rules of Decorum.** Speakers and members of the audience must avoid disruptive behavior that interferes with the orderly conduct of a public meeting. Placards, banners, and hand-held signs are not allowed in Board or committee meetings, and speakers and members of the audience must avoid personal affronts, profanity, booing, excessive noise, and other disruptive conduct. The presiding officer may direct that anyone who disrupts a meeting be removed from the room. Members of the governing body, if recognized by the presiding officer, may ask clarifying questions of a speaker, but no extended verbal exchange between the governing body members and the speaker will be permitted.
- 5. Recording.** Any person making an audio or video recording of all or any part of a Board meeting must do so in a manner that is not disruptive to the meeting. During a meeting, members of the public must remain in or behind the public seating area and are not permitted to record from any other area of the meeting room.
- 6. Committee Meetings.** The protocols outlined in 1-5 above also apply to members of the public wishing to address any River Authority Board committees.