



## **Rules of Public Comment Participation During Authority Board Meetings**

Approved August 21, 2023

The Gull Lake Sewer & Water Authority Board recognizes the value of public comment on Authority issues and the importance of allowing members of the public to express themselves on matters of community interest. But, for the benefit of all, and in the interest of all, the following rules of participation and public comment shall apply at all meetings as allowed by the Open Meetings Act.

The intent of these rules is:

1. To allow members of the public a fair and adequate opportunity to be heard;
2. To grant the presiding member of the Authority Board the authority to deny any request that an item be placed on the Agenda. Such denial shall be based on a determination by the presiding member of the Authority Board that the request is frivolous, harassing, or repetitive;
3. To provide adequate time for the Board to obtain necessary information, conduct fact finding and give thorough consideration to situations in which an individual, during the requested presentation, addresses or questions on Authority policy, procedure or decision that does not exist, a change to an Authority policy, procedure or decision is proposed, or an exception to an Authority policy, procedure or decision is specifically requested by the individual;
4. To assure that the regular agenda of the Authority Board is completed; and
5. To recognize the nature of the Authority Boards' time and to use that time efficiently.

Person or Delegations wishing to be placed on the Agenda:

1. An individual or delegation desiring to appear before the Authority Board may request placement on the Agenda by making such request in writing to the Executive Director no less than five (5) business days before the meeting at which the individual would like to speak. The request shall include, at a minimum, the following information:
  - a. Name of the person or the delegation affiliation, whichever is applicable;
  - b. A detailed summary of the topic to be presented or discussed.
2. The Executive Director of the Authority shall take appropriate steps to determine that requests for an item to be placed on the agenda are not frivolous, repetitive, or harassing in nature.
3. Delegations must select only one individual to speak on their behalf.
4. Individuals speaking to the Authority Board shall address remarks only to the presiding member of the Board.

5. The presiding member of the Authority Board shall have the authority to terminate the presentation of any individual who does not adhere to the above rules or is abusive toward an individual Board Member or the Board as a whole.
6. The presiding member of the Authority Board, members of the Board, and the Executive Director may ask questions of any individual addressing the Board.

Public comment:

1. Each presentation to the Authority Board made by an individual shall be limited to three (3) minutes in duration, unless extended by agreement of the presiding member of the Authority Board.
2. Each person who wishes to speak shall state their name and any organization represented.
3. No individual may speak more than once on the same topic.
4. To ensure that all interested parties have an opportunity to speak, please be brief and limit any comments to one topic.
5. Public comment is not a question-and-answer period. It provides individuals with an opportunity to express their comments regarding any subject matter. All comments shall be directed only to the presiding member of the Authority Board; no person may address or question Board members individually.
6. The Authority Board will not respond to comments made during the public comment period unless it becomes necessary to ask a clarifying question, correct a factual error, or provide specific factual information.
7. Speakers shall not make personal, impertinent, insulting, or slanderous statements about any member of the Authority Board or staff, or about other members of the public.
8. Members of the public must stay within the area designated for the public.
9. Speakers may not display materials promoting or opposing a political party or promoting or opposing any candidate or group of candidates for federal, state, judicial, or local government offices while speaking.

The presiding member of the Authority Board may:

1. Interrupt, warn, or terminate an individual's presentation when the presentation exceeds three (3) minutes or is personally directed, abusive, or obscene;
2. Request that any individual leave the meeting when that individual fails to observe reasonable decorum;
3. Request the assistance of law enforcement officers in the removal of a disorderly individual when that individual's conduct interferes with the orderly progress of the meeting; and
4. Call for a recess or an adjournment to another time as seen fit.