

## **Resolution to Adopt Procedures and Requirements for Public Comments**

**WHEREAS**, the Division of Local Government Services has promulgated regulations for remote public meetings during Government-declared emergencies such as the current public health emergency; and

**WHEREAS**, the regulations require public bodies to adopt by resolution standard procedures and requirements for public comments made both during the meeting and for comments submitted in writing ahead of the meeting; and

**WHEREAS**, the Board hereby adopts this resolution to comply with this mandate;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby establishes the following procedures for public participation during remote meetings:

1. Members of the public may email or mail to the Assistant Superintendent-Business/Board Secretary any comments /questions they wish to be read aloud during the public participation section of the Board meeting.
  - The email and postal addresses for submitting written comments will be posted on the District website and included in meeting notices.
  - Written comments/ questions must be received by no later than 12:00 p.m. on the day of the meeting.
  - Mailed comments should be prominently marked on the front of the envelope "Public Comment" and the date of the Board meeting for which they are submitted.
  - Written comments, whether emailed or mailed, must include the full name and address of the sender.
  - In order to be considered for public reading, emailed comments must specify in the subject matter heading either "First Public Comment" or "Second Public Comment" and the date of the Board meeting for which they are submitted. The first public comment is for agenda items only, and the email subject line must also include the agenda item(s) for which the first public comments are submitted. The second public comment is for any other matters. Written public comments mailed to the District must include the same information specified above, at the beginning of the comments, as a prerequisite to being read aloud at the meeting.
  - As with all other public comments, written comments will be limited to three minutes of reading time.
  - The presiding officer or Board Secretary may, in his or her discretion, elect not to read duplicative written comments, but shall note them for the record with the content summarized.
  
2. Along with a link to the virtual Board meeting, the Board will also post on its website a telephone number to allow members of the public to dial into the meeting by telephone to listen or to make public comments during the public comment portions of the meeting. The website posting will include

instructions on how to make public comments via telephone, including how to seek recognition and how to unmute at the appropriate time.

3. Members of the public observing the meeting via the internet platform or by telephone may submit public comments during the public comment portions of the meeting by exercising the platform's "raise hand" function and will be unmuted (and if necessary asked to unmute) and called on to speak by the presiding officer when their turn comes. The commenter must state his or her name and address at the outset of the comments. The commenter's microphone will be muted after three minutes.
4. All rules of decorum must be followed by members of the public. If a member of the public fails to follow such rules of decorum and becomes disruptive, the speaker will be warned that continued disruption may result in the person being prevented from speaking during the meeting or removed from the meeting.
5. If a member of the public continues to act in a disruptive manner after having been warned, the individual will be muted while others proceed with questions or comments. If time permits, the disruptive individual will be permitted to speak after all other members of the public have been provided the opportunity to comment. Should the person remain disruptive, he or she will be kept on mute for the remainder of the meeting or removed from the meeting.
6. Board Policy 0167 regarding public participation in meetings shall remain in effect and shall also apply to remote participation, except for those provisions which solely relate to in-person meetings.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be posted on the District's website where the Board's meeting agendas are posted.