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CCTA Policy Number C-2
RE: Public Comment

I. Purpose

The purpose of this policy is to define the process and procedures for inviting and accommodating public comment at meetings of the CCTA Board of Commissioners.

II. Policy

- a. Under the " public comment " item on the CCTA Board agenda, interested parties recognized by the chairman or his designee are invited to speak for up to three minutes (or longer if agreed to by the Board) on any item that is not specifically addressed elsewhere on the agenda. Also, interested parties recognized by the chairman or his designee may speak for up to three minutes on any specific agenda item, at the time the item is discussed.
- b. A " traffic signal " or other visual or audio device may be used to advise speakers of how much time has elapsed. The chairman or his designee will move on to the next speaker at the end of three minutes, or close the public comment period, as appropriate.
- c. Interested parties may submit written statements to the Board of Commissioners by mail or at a meeting of the Board.
- d. Interested parties who wish to address to the Board will provide their names and addresses. Parties unwilling to identify themselves will not be recognized by the chairman.
- e. The CCTA Board of Commissioners will not receive public input in open session on personnel issues, collective bargaining activities or pending litigation, but will refer comments and inquiries to the general manager. Where deemed appropriate, the Board may receive comment on these issues in executive session.

- f. Speakers are asked to address their comments to the Board in a civil manner and to avoid loudness, profanity, name-calling or other disruptive behavior. The chairman or his designee reserves the right to deny or rescind the speaking privileges of any party, as deemed appropriate.
- g. The recording secretary will keep a record of both oral and written public comment. The chairman or his designee may direct the general manager to respond to public input.

The CCTA Board chairman or designee is responsible for the administration of this policy.

Adopted by the CCTA Board of Commissioners on July 26, 2000

By: _____

Joseph A. Fisher, Secretary of the Board

Dates of Revision: