

# SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

## CORPORATE POLICY 1.04

### PUBLIC PARTICIPATION AT BOARD MEETINGS

Chapter: 1.0 – Governance Policies  
Section: 1.04 – Public Participation at Board Meetings  
Effective Date: November 17, 2010

#### 1.0 PURPOSE

1.1 To establish a policy for public participation during meetings of the BOARD and any BOARD committee.

#### 2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

#### 3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

#### 4.0 POLICY

4.1 The public shall be provided the opportunity to participate in all public (open) sessions of the BOARD subject to the provisions of this policy.

4.2 The Chair of the BOARD is responsible for ensuring that meetings are run in an orderly fashion and shall call upon members of the public wishing to address the BOARD.

4.3 Any person wishing to address the BOARD shall complete a Request to Speak form prior to or anytime after the start of the meeting, but the form must be submitted prior to the portion of the agenda on which the person wishes to speak. Failure to complete a form shall not preclude testimony if permission is granted by the Chair of the BOARD to address the BOARD.

4.4 The Public Comment Section of the agenda is reserved for persons wishing to address the BOARD on any matter not on the agenda and within the jurisdiction of the BOARD.

4.5 Persons wishing to speak on topics related to specific agenda items should reserve their comments until the specific agenda item is taken up by the BOARD.

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- 4.6 After a public hearing or the public comment portion of a meeting has been closed, no person shall address the BOARD without first obtaining permission from the Chair of the BOARD.
- 4.7 Each person shall be allowed three (3) minutes to speak, unless the Chair of the BOARD or a majority of the BOARD agrees to extend the time. If many persons have indicated a desire to address the BOARD on the same issue, the Chair of the Board may suggest that: (a) the individual time allowed each person be limited to something less than three (3) minutes, or (b) the various parties on each side consolidate their testimony. The Chair of the BOARD may grant up to, but no more than, fifteen (15) minutes for consolidated testimony, unless a majority of the BOARD agrees to extend the amount of time for more than (15) fifteen minutes. An equivalent extension shall be granted to both proponents' and opponents' consolidated testimony.
- 4.8 This policy shall apply to the conduct of meetings of the BOARD or any meetings of committees created by the BOARD.
- 4.9 To the extent this policy conflicts with the BROWN ACT or other state law, the provisions contained in the BROWN ACT or state law shall govern.