

CIVIC SAN DIEGO BOARD POLICY

Section: 1.0 – Governance
Sub-section: 1.04 – Public Participation in Meetings of the Board
Effective Date: May 23, 2018

1. PURPOSE

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

2. EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval of the BOARD of the CORPORATION. This Policy may only be amended by approval of the BOARD, except as provided in Policy 1.01, Section 5.8.

3. DEFINITIONS

3.1 BOARD – The Board of Directors of the CORPORATION.

3.2 CORPORATION – Civic San Diego.

4. PROCEDURES

4.1 The President is authorized to establish and disseminate administrative procedures to implement this Policy, as applicable.

5. POLICY

5.1 The public shall be allowed the opportunity to attend and participate in all public (open) session meetings of the BOARD subject to the provisions of this policy.

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

5.3 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.

5.4 The Non-Agenda 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.

- 5.5 Persons wishing to speak on specific agenda items should reserve their comments until the specific agenda item is taken up by the BOARD.
- 5.6 After a public hearing or the public comment portion of the meeting has been closed, no person shall address the BOARD without first obtaining permission from the Chair of the BOARD.
- 5.7 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 require that: (a) the individual time allowed each person be limited to a time of less than three (3) minutes; or (b) the various parties on a 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 fifteen (15) minutes.
- 5.8 This policy shall apply to the conduct of meetings of the BOARD or any committees created by the BOARD.