

# BOLIVAR PENINSULA SPECIAL UTILITY DISTRICT

SUBJECT:  
**PUBLIC COMMENTS DURING BOARD MEETINGS**

**A-08**

## **PURPOSE**

To ensure meetings of the Board of Directors are held in accordance with the Open Meetings Act and to allow public participation in meetings.

## **POLICY**

The Board of Directors of Bolivar Peninsula Special Utility District sets policies concerning the District. This includes a policy on how Board meetings are conducted. Public comments will be placed on the posted agenda near the beginning of the meeting and will be conducted as follows:

1. Upon arrival at the meeting, members of the public will be provided a "Public Comment Sign In Sheet" to complete.
2. The sign in sheets will be collected by a staff member and subsequently presented to the Board President before public comments are addressed.
3. The Board President will remove any inappropriate comment cards (i.e. personnel matters, contract matters, and/or other items discussed in executive sessions as allowed by the Open Meetings Act.) These items cannot be addressed in an Open Meeting and the President will inform the public that these items cannot be addressed through public comments.
4. The President will read the following statement: "Bolivar Peninsula Special Utility District's Board of Directors must comply with the Texas Open Meetings Act. The act states that Directors may only respond to public comments and inquiries by making a statement of factual information, by reciting existing policy, by referring an issue to a staff member, or by making a proposal to place the issue on a future meeting agenda. The Board appreciates your cooperation."
5. The President will note any cards that the individual has requested be read instead of speaking. The President will then read these cards out loud.
6. The President will then begin calling individuals to speak.
7. The Secretary of the Board or his/her designee will serve as time-keeper. Each member of the public will be allowed three (3) minutes to talk. The Secretary will warn the speaker when their time is up and the President will ask them to please summarize and allow a few more seconds for this to happen.
8. This process will continue until all sign in sheets have been addressed.
9. After public comments are received, no additional inquiries and/or comments from the public will be allowed during the meeting.

## **COMPLIANCE**

Adherence to the above is mandatory. Members of the public that become hostile, derogatory, or violent may be rejected from the meeting.

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APPROVED AND EFFECTIVE ON \_\_\_\_\_, 2007.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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