

## Public Comment in Board Meetings

Members of the public are invited to share their comments with the Board during the agenda item labeled “Comments from Citizens.” Comments from the audience at any other time during the meeting except for the agenda item “Comments from Citizens” will be declared out of order. If you wish to speak to the Board, sign up at the table located at the entrance to the Board meeting site.

During the agenda item “Comments from Citizens,” public comment will be governed by the following:

1. State your name and the topic you are addressing before you begin;
2. Speakers direct comments to the Board chair. The chair will refer any questions or requests for actions to the proper person for a response once all public comments are considered. If follow up is required, the information will be provided to the speaker via letter or meeting, with the information shared at the next board meeting;
3. All speakers are to keep their comments to 3 minutes or less. If a group wishes to speak, please designate one spokesperson for the group. In order to maintain the meeting schedule repetitious comments may not be permitted in order to keep the meeting on schedule;
4. Speakers may offer objective criticism of the district operations and programs but the board will not hear complaints concerning individual college district personnel. The chair will direct the speaker to the appropriate means for Board consideration and the disposition of legitimate complaints involving individuals;
5. Complaints regarding budget, programs, or other district issues should be handled first through the following steps:
  - a. Records request are processed through Public Records Request Form;
  - b. Complaints against College personnel are to be filed through the appropriate Complaint form;
  - c. Other complaints will be referred to the College President for appropriate follow-up through administrative personnel;
  - d. These forms are available at the table where speakers sign in.
6. If you wish to submit a letter or any form of written comments, the Board will accept those and keep them in the President’s office in a Board communication file. Copies will be given to all Board members and those written letters or comments are public documents;
7. Candidates, their committee members or individuals are to refrain from supporting their candidacy as an elected official or opposing other elected officials.

For further information regarding public meeting laws in Oregon please refer to the Oregon Attorney General's website *www.doj.state.or.us*.

Approved by President's Council: 12/06/11  
(Date)