



**Board of Trustees  
(Policy/Procedure)**

<b>Focus:</b> Public Comment	<b>Number:</b> Board Policy 27
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<b>Executive Director Signature:</b> 	<b>Date:</b> 

**PUBLIC COMMENT POLICY & PROCEDURE  
BOARD OF TRUSTEES POLICY**

1.0 **PURPOSE**

To define the policy for public comments at all regularly scheduled monthly Board Meetings.

2.0 **SCOPE**

The Board of Trustees establishes this policy as the guideline for recognizing all citizens wishing to comment on agenda and non-agenda items during Board meetings.

3.0 **RESPONSIBILITY**

The Board of Trustees encourages the public to comment on activities concerning the Greater Dayton Regional Transit Authority (RTA). To ensure proper recognition, it is the responsibility of any citizen wishing to comment to properly register.

4.0 **POLICY**

4.1 Agenda Action Items

4.1.1 All citizens wishing to comment on any agenda action item must register prior to the meeting being called to order. To register, each citizen must complete the public comment registration form and submit it to the recording secretary.

4.1.2 The recording secretary will collect all registration forms and forward them to the President of the Board immediately following the call to order.

4.2 Non-Agenda Action Items

- 4.2.1 All citizens wishing to comment on non-agenda items need not register prior to the meeting.
- 4.2.2 The President of the Board will acknowledge any citizen wishing to present information or opinions on RTA activities under the general comment portion of each meeting as posted.

## 5.0 **PROCEDURE**

- 5.1 This procedure identifies the guidelines for the registration of citizens wishing to comment on agenda and non-agenda items during regular monthly Board meetings.
- 5.2 It is the responsibility of each citizen to follow this procedure to ensure his or her comments will be acknowledged.
- 5.3 Agenda Action Items
- 5.4 Secure a copy of the “Public Comments Registration Form” from the recording secretary prior to the Board meeting.
- 5.5 Complete the form as referenced in Exhibit 1.
  - 1. Enter your full name
  - 2. Enter your address
  - 3. Enter your city, state and zip code
  - 4. State your representation
  - 5. Enter the agenda item(s) you wish to address
- 5.6 Return the completed form to the recording secretary.
- 5.7 Upon call to order, the President of the Board will recognize your wish to comment and limit your remarks to three (3) minutes.
- 5.8 Non-Agenda Action Items
- 5.9 It is not necessary to register to comment on non-agenda items. At the appropriate time, the President will recognize all citizens wishing to address the Board during the meeting. The three (3) minute time limit will also apply to these comments.

Attachment: Public Comments Registration Form

**PUBLIC COMMENTS REGISTRATION FORM**

THIS FORM IS TO BE USED ONLY BY THOSE WHO WISH TO SPEAK ON ITEMS THAT APPEAR ON TODAY'S AGENDA (Exhibit 1)

If you wish to address the Board of Trustees on any other item, there is a portion of the meeting set aside for public comments and this form is not necessary.

1. NAME \_\_\_\_\_
2. ADDRESS \_\_\_\_\_
3. CITY/STATE \_\_\_\_\_
4. REPRESENTING \_\_\_\_\_
5. ITEM NUMBER(S) \_\_\_\_\_

Please limit your remarks to three (3) minutes

Return completed form to Recording Secretary