

PUBLIC COMMENT GUIDELINES

The Board of Park and Recreation Commissioners encourages and values citizen input at our meetings. To ensure BOPARC meetings are efficient and productive, the following protocol has been established:

- BOPARC meetings are open to the public.
- Presentations and Public Comments will be scheduled as the opening agenda items at each regular meeting.

For Presentations:

- Any member of the public wishing to make a presentation to BOPARC must request inclusion on the agenda by contacting the BOPARC Administrative Office and must provide their name, address, name of the organization they represent (if applicable) and the general topic or issue on which they desire to comment.
- **Presentations should be limited to approximately ten (10) minutes** (including time for Board questions, clarifications, etc.).
- A maximum of three (3) presentations per meeting is the established guideline for BOPARC meetings.

For Public Comment:

- General public comment is intended to provide BOPARC an opportunity to receive information regarding items on the Agenda or other items of interest to the public. There will be no official action taken on Public Comment (except in instances where the subject of interest is already an Action Item on the Agenda).
 - Each **comment shall be limited to three (3) minutes**.
 - All public **comments should be directed to the BOPARC Board**.
 - Comments **shall not be directed to individual BOPARC commissioners, other commenters or presenters**.
 - Public comments must be **relevant to the Board's functions and responsibilities**.
 - Profane or vulgar language, partisan political statements, personal attacks and comments related to the conduct or performance of BOPARC Commissioners or agency staff will not be tolerated.
 - Public **comment is intended to be received without Board comment or response** unless the rules of order are suspended by the Chair for the purposes of response or comment.
 - The Chair has the right to exercise discretion in the implementation of this policy.