**PUBLIC COMMENT GUIDELINES FOR BOPARC MEETINGS**

The Morgantown Board of Parks and Recreation encourages and values citizen input into the park system and facilities. To ensure the BOPARC meetings are productive and focused, the following protocol has been established:

**PUBLIC COMMENT:**

* Public comment is intended to provide BOPARC an opportunity to receive information on 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 Board of Commissioners.
	+ Comments shall not be direct to individual Commissioners, staff or other members of the public.
	+ Public comments must be relevant to the functions of the Board of Parks and Recreation.
	+ Profane or vulgar language, partisan political statements, personal attacks and comments related to the conduct or performance of Commissioners, or agency staff will not be tolerated.
	+ Public comment is intended to be received without Commissioner 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.

**OTHER INFORMATIONAL EXCHANGE:**

* Formal presentations may be scheduled in relation to a specific subject, project or when other detailed information is deemed necessary. Presentations are normally at the request of BOPARC, and scheduled through the office of the Executive Director.
	+ For additional information or questions regarding formal presentations, please email info@boparc.org.