

## CARMICHAEL WATER DISTRICT PUBLIC COMMENT RULES AND PROCEDURES

*There is a three (3) minute limit per item per speaker addressing the Board.*

*It is necessary to impose time limits to permit all speakers to have an opportunity to express their view points. This applies to all speakers.*

Members of the public may address the Board of Directors on any agenda item. If there is an agenda item you wish to speak on, please use the chat function and identify the agenda item you wish to speak on. When speaking on an agenda item, please limit your comments to that issue. Persons attempting to discuss other issues will be ruled out of order and not permitted to continue.

If you wish to comment on more than one topic, an opportunity will be provided with each agenda item.

If you wish to speak on an item that is not on the posted agenda, there will be an opportunity at the beginning of the meeting under "Public Comment" (usually agenda item # 3). Please use the chat function and identify that would like to speak under public comment.

Speakers will not be allowed to cede time to another. As a courtesy to everyone in attendance, speakers are reminded to not use profanity during their comments.

### **Public Comment Process**

1. Members of the public will use the chat function to identify the agenda item they wish to speak on.  
If you are on the phone and do not have access to a computer, there will be a time when the time keeper will ask if anyone on the phone has a public comment. Please state your name and wait for direction from the time keeper.
2. When it is time for public comment, the time keeper will call speakers for public comment in the order they were received.
3. When called to speak, please state your name.
4. The time keeper will notify the speaker via the chat function when there is one (1) minute remaining and again when there is thirty (30) second left for the speaker to wrap up their comments.
5. The time keeper shall mute the speaker's microphone to indicate that the speaker's time has ended.