



MIDTOWN MANAGEMENT DISTRICT

PUBLIC COMMENT POLICY

It is the policy of the Midtown Management District Board of Directors (the “Board”) to provide an opportunity for Midtown residents, business owners and visitors to address the Board or Committees during the public comment section of the posted agenda that accompanies the notice of the meeting. The Board respectfully asks that all Midtown residents, business owners and visitors adhere to the policies and procedures set forth herein. Failure to adhere to these policies may result in removal from the Board meeting by security personnel at the direction of the presiding officer or his or her designee.

PURPOSE

The purpose of this Public Comment Policy is to ensure fair and orderly meetings of the Board and Committees by establishing guidelines which govern the conduct of audience members.

LIMITATION ON PARTICIPATION BY AUDIENCE

Audience participation in a Board or Committee meeting is limited to the portion of the meeting designated for public comment. At all other times during a Board or Committee meeting, audience members shall not enter into discussion or debate on matters being considered by the Board or Committee, unless requested to do so by the presiding officer.

PUBLIC COMMENT

The Board or Committee shall allot time to hear from persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up on the “sign-in sheet” designated for that purpose **before** the meeting is called to order. Each person signing up to speak must provide the following information:

- (i) their name
- (ii) complete contact information, which includes, address, phone number and email address
- (iii) Any special interest group they represent or support in making such comments
- (iv) The topic(s) about which they wish to speak.

Each individual will be allowed no more than three (3) minutes to address the Board or Committee. If more than ten (10) people sign up to speak, the time allotted to each speaker is reduced to two minutes.

The Chair or presiding officer at the meeting shall have the authority to set a different time amount of time for each speaker, to not allow public comments, or to limit the number of speakers at any meeting, if he/she determines that the time allotted for the District business will not be sufficient to address the agenda items to be discussed or considered at such meeting.

The Chair or presiding officer has sole discretion to extend the time allotted for a speaker during the public comment period.

Public speakers and all meeting attendees are asked to

- (i) conduct themselves with the decorum appropriate to a public meeting
- (ii) refrain from using language that would be considered offensive to persons of ordinary sensibilities.
- (iii) Provide at least 18 copies of any written documents and materials wish to distribute to the Board and 5 copies of any written documents and materials wish to distribute to the Committee. The District staff will be unable to make copies of documents and materials for speakers to distribute at Board or Committee meetings.

BOARD RESPONSE

Specific factual information or information regarding an existing policy of the Board may be furnished in response to inquiries made during the public comment session. The Board shall not deliberate or make any decisions regarding any subject addressed by members of the public that is not included on the agenda that is posted with the notice of the meeting.

The presiding officer may refer a person addressing the Board during the public comment session to a staff member to address issues raised during public comments.

DISRUPTION OF MEETINGS

The Board or Committee will not tolerate disruptions of Board or Committee meetings by members of the audience. If after at least one warning from the presiding officer, a member of the audience continues to disrupt the Board or Committee meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.