

## **Board Meeting Public Comment Policy & Procedures**

### **POLICY**

The Board of Genesis Innovation Academy shall provide time for the members of the general public to orally address the Board during its monthly board meetings.

The public should be informed that comments should be limited to matters that directly pertain to Genesis Innovation Academy matters.

There will be a public comment period noted on the agenda for each board meeting

The Board will designate a time limit for the duration of public comments and for an individual comment

The Board will develop a procedure to ensure that all members of the public have an equal opportunity to address the Board.

No items raised during the public comment period may be acted upon by the board unless it was on the posted agenda.

The Board has adopted the policy of not responding to public comments during the meeting.

The Board is expected to respond to questions raised during public comment within 10 business days if a response is warranted, unless a response requires a Board vote.

### **PROCEDURES**

#### **Comment Submission**

The Board will make a sign-up sheet available for persons interested in public comment:

1. In-Person – The sign-up sheet will be available prior to the meeting at a designated area that is easily accessible to the public.
2. Virtual – A public comment sign-up form will be posted on the Board meeting section of the Genesis website in advance of the meeting.

The Board may restrict the number of commenters based on the amount of total time allotted for public commentary.

The Board will retain records of those who sign up for public comment.

### **Time Limit**

The amount of time designated within the board meeting for public comments is 20 minutes.

Each person wishing to make a public comment is limited to 2 minutes and is limited to speaking just once unless all others who want to speak have already spoken.

### **Procedures for Public Comment**

- Any person wishing to address the Board with comments pertaining to Genesis Innovation Academy topics during the 20-minute public comment forum shall present their name and topic before speaking.
- Comments should be directed to the Board Chair.
- The purpose to the Public Comment is to allow members of the community an opportunity to express their views. Therefore, the board will not respond to questions during the meeting but may follow up with an emailed response within 10 business days if a response is warranted.
- In order to ensure that as many people as possible have an opportunity to address the board, speakers may address the board only once until all others have had a chance to speak.
- Speakers will be courteous in their language and presentation and limit comments to germane topic issues.
- Only one speaker will be acknowledged at a time. In the event a group of persons supporting and opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns.
- After the speaker has made his or her statement, he or she will be seated (If the meeting is in person) or muted (if the meeting is virtual) with no further debate, dialogue, or comment.
- Should board members wish to respond to public comments, they may do so by requesting a suspension of the rules or do so during a board member forum at the end of the meeting, or they may respond in writing with an emailed response to the speaker
- No items raised during the public comment period may be acted upon by the board unless it was on the posted agenda.

**BOARD MEETING PROCEDURES for the GENERAL PUBLIC**

**Persons Wishing to Give Public Comment Should:**

1. Complete the Public Comment Form
  - a On-Line – A member of the public may complete and submit the on-line [Public Comment Form](#), in advance of the meeting.
  - b In-Person – If the meeting is in person, a Public Comment form will be made available for sign-up. See Appendix A for sample.
2. A public commenter must wait for the Board Chair (or designee) to recognize him/her before providing comment.
  - a Virtual Commenters will be called by name and asked to unmute.
  - b In-Person commenters will be asked to stand to speak, either at their seat or at a designated location within the meeting space.
  - c Note: Individuals will be recognized in the order they signed up for comment. Those who sign up in advance on-line will be recognized first.
3. The commenter should state their name and their relationship to Genesis: parent, staff, scholar, community member, vendor, etc.
4. The commenter should speak loudly and clearly so that comments can be recorded (virtually and/or in-person).
5. All comments and remarks should be addressed to the Board Chair (or designee).
6. Comments are limited to two minutes, must be related to Genesis business, and must be free of profane, hostile, or abusive language. The following applies to non-compliers:
  - a In-person – Non-compliers will be asked to stop commenting immediately
  - b Virtual – Non-compliers will be muted or removed from the meeting.

**Appendix A: Sample Public Comment Form**

**<Date>**

**Board/Committee Meeting  
PUBLIC COMMENT SIGN-IN SHEET**

If you are interested in addressing the Board under the Public Comment portion of the Agenda, please fill out this sheet. **Please Print.**

TOPIC(S): \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

E-MAIL ADDRESS\*: \_\_\_\_\_

\*Not required – this is a public document and subject to public disclosure

**PLEASE CHECK THE FOLLOWING AS APPLICABLE:**

I am a RESIDENT IN THE AREA.

I am a PARENT.

I am a STAFF MEMBER.

I am a CURRENT or POTENTIAL VENDOR.

I am AFFILIATED with Genesis through following group: \_\_\_\_\_

I am NOT AFFILIATED with Genesis; I am here as: \_\_\_\_\_