**Policies and Procedures**

The following principles will be used to address legislative items and the general conduct of meetings of the Board of Commissioners.

PRE-MEETING

Any Commissioner desiring to place a topic for discussion on an upcoming meeting agenda shall submit a brief description, 1-2 sentences, to be inserted in the agenda itself. In addition, at a minimum, the Commissioner shall submit a support document that provides an explanation of the topic, including its purpose, the goal(s) you hope to achieve, and an estimate of the potential expense the City might incur as a result of its implementation. If this is a proposed amendment to an existing ordinance, explain how the alteration will improve the or correct deficiencies in the prior rule. Address how the revision will impact persons and/or entities subject to the previous provision, e.g., will it create “grandfather” issues? To the extent the proposal is urgent, an emergency or otherwise time-sensitive matter, the proposing Commissioner will use “best effort” to provide adequate information to permit informed consideration. Finally, provide an estimate of the length of meeting time you suggest is appropriate to adequately deliberate the issue.

AGENDAS

Agendas will be posted as soon as practical with a goal to issue it in advance of the seven-day deadline. This will permit Commissioners to conduct research, analyze data and formulate positions. Each element of the Agenda will include an estimated discussion time. While the estimate will not be mandatory, it should be considered a firm time limit.

MEETING CONDUCT

*Public Comment* – Public comments will be limited to a maximum of twenty minutes; each speaker providing comments will be limited to three minutes, which may be extended, if Commissioners wish to pose questions. Persons desiring to offer their comments will be required to fill out a Public Comment sign-up sheet with name, address, email and subject. Speakers will be heard in the order they appear on the sign-up sheet. The public should be made aware of the process and encouraged to put their comments in writing (to be turned in). There should be no public expectation that Commissioners will respond, although Commissioners may, if desired. There will be no limit to the length of written comments. The Communications Specialist shall take responsibility to send an acknowledgement and note of appreciation for the commenter’s interest. To the extent it is warranted a Commissioner or the Board may elect to consider the issue further at some time in the future. This could be reflected in a [further] response to the commenter.

*Citizen Participation* -- At the conclusion of Commissioner deliberations on an agenda item that is not required by applicable law to include a public hearing (but before a vote, where applicable) the public may be afforded a limited amount of time for comment, at the chair’s discretion. If the time anticipated to be devoted to the agenda item has already been exceeded, the chair shall have the option to continue or omit the comment period. Those desiring to participate will raise their hands and will be recognized by the chair at his/her discretion. Public comment will be limited to fifteen minutes(unless the chair elects otherwise); each speaker will be limited to three minutes. After all comments are received, Commissioners may respond and/or further discuss the issue.