

## AMERICAN RIVER FLOOD CONTROL DISTRICT Policies & Procedures

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**POLICY TITLE:**           **Procedures for Public Comment**  
**POLICY NUMBER:**

American River Flood Control District welcomes comments from the public on issues and matters within the Board's jurisdiction. Comments and submittals at the meeting should be concise and directed to specifics of the item of interest.

Members of the public wishing to address the Board on any topic under discussion must first be recognized by the Chair to speak to the Board. Whether they are offered during the general public comment section, or on a particular agenda item, comments will be limited in time to three minutes per commenter for the applicable agenda item or general comment period. A timer may be used and speakers are expected to honor the time limits. Where speakers can be grouped by affiliation or interest, such groups will be expected to select a spokesperson and not be repetitive. The Board Chair may grant additional time as appropriate.

### **Comment on Non-Agenda Items (General Public Comment)**

Each Board meeting will offer an opportunity for members of the public to comment on items not on the agenda, but within the subject matter jurisdiction of the agency. Commenters are advised that the Board will not take action on items brought during this period, but may provide follow-up direction to staff.

### **Comment on Informational Items**

Information items are items presented to the Board for discussion only and for which no Board action or vote is taken beyond occasional staff direction. For informational items, the Board usually will hear a presentation by staff, and then the Chair will open the item for public comment.

### **Comment on Action Items**

Action items are items presented to the Board and for which Board action or vote is taken. The Board usually will hear a presentation by staff, and then then the Chair will open the item for public comment. After the public has commented on the action item, the Chair shall close public comment at which time no speakers will be accommodated.

### **Best Practices for Public Comment**

Commenters should be aware of the following expectations and best practices for engagement during public comment:

1. Comments should be direct, as concise as possible, and relevant to the agenda item at hand.
2. Written comments will not generally be read into the record, but will be included with all other materials provided at the meeting. Persons who want to submit written materials should provide those written documents to the Board office in advance of the meeting, in order to allow those materials to be distributed to Board members and available to members of the public upon request.
3. Question from the public to staff or counsel shall be directed to the Chair. The Chair shall determine if appropriate for staff or counsel to answer questions presented by the public.
4. Members of the public do not have the privilege of the floor at any time. Members of the public are limited to their time on each action item. If the Chair determines more questions or comments from anyone in the public are necessary, than the Chair may give that person time to speak.