



PUBLIC COMMENT-PUBLIC MEETING GUIDELINES

MEETING STRUCTURE

- ▶ Board President (or Vice President) is the chairperson or presider of the meeting.
- ▶ A written Agenda once adopted is to be followed but may be changed via Board motion.
- ▶ Comments from the public are allowed only during public comment or public hearing times listed on the approved Agenda, however the following comment or behavior is not allowed at any time:
 - Name-calling or personal harassment or attacks; obscene, indecent, or threatening remarks; derogatory comments to personalities.
 - Advertising or promoting the sale of products, services or private enterprise.
 - Promotion of candidates running for public office, upcoming ballot measures, contest or lotteries.
 - Any speech/actions that disrupt or impede the orderly conduct of the public meeting.

PUBLIC COMMENT GUIDELINES (in person or virtual attendees)

- ▶ Clearly state your name and your city of residence; full address is preferred but not required.
- ▶ Address comments to Board as a whole; not individual members, staff, or audience members.
- ▶ Keep comments to 3 minutes stating what you: support, oppose, suggest, or are calling attention to.
- ▶ If you are representing a group, please keep comments to 5 minutes.
- ▶ You may supplement your comments with printed handouts. Electronic or digital aids will not be permitted during public comment without prior approval/arrangement with the Clerk of the Board.
- ▶ Comment time may not be added to/donated to other speakers.
- ▶ You are providing public comment for the official record, do not expect the Board to respond to your comment or questions.
- ▶ Board President (or Vice President) will terminate comments beyond allotted time, or if there is a violation of the comment/behavior guidelines.
- ▶ To address Board outside of the public comment period at a meeting or for special needs, email contact@pacificttransit.org or mail/deliver comments to Pacific Transit System, 216 Second Street Raymond, WA. 98577 Any written comments received will not be read into the record.

SUGGESTED PREPARATIONS

- ▶ Before addressing issues in a public meeting, consider contacting Pacific Transit staff first. If it is not resolved to satisfaction, contact the Board directly.
- ▶ Comments about Public Hearing items are to be made during that portion of the agenda only.
- ▶ For well-organized comments, it's recommended to prepare them in writing:
 - "I am here to support/oppose/call attention to ..."
 - State why you are making this point, so the Board is aware of the reasons for concern.
 - State what will be changed or improved if your viewpoint is considered.
 - State what you would like the Board to consider doing in response to your viewpoint.

We look forward to hearing from citizens during public comment at our regular meetings.

Pacific Transit regular meetings occur on the Third Thursday of the month.

All meetings start at 10:30 a.m. and are located at 326 Commercial St. Raymond, WA 98577 or 2750 Pacific Way (US 101), Seaview WA 98644. Call the office or visit www.pacificttransit.org Board for details.