

## **EXHIBIT B—GUIDELINES FOR PUBLIC COMMENTS AT DISTRICT BOARD MEETINGS**

The GCSD Board and Staff welcome information on issues and matters within the District’s jurisdiction (Sec. 5.5)\*. Comments and submittals should be:

- Concise
- Factual to the best of the speaker’s knowledge.
- Respectful
- Be specific to enable the Board and Staff to be fully informed and take the appropriate action.

### **Agenda Discussions Procedure (Sec. 7.9 – 7.9.4)\***

The Presiding Officer will:

- Announce the Agenda Item
- The Staff will provide a report and any associated recommended actions to be considered by the Board of Directors.
- Members of the public will be identified by the Presiding Officer and asked to present their comments and submittals.
- The Presiding Officer may close the hearing, if a formal hearing, or may close public comments, and bring the issue back to the Directors for discussion and possible action.

### **Attendance Cards**

- Persons wishing to speak on any Agenda Item are asked to complete a Speaker Request Card and give it to the Board Secretary prior to the meeting.
- A completed attendance card is voluntary. However, the Board would appreciate Speaker Request Cards from all persons wishing to speak.
- When an Agenda Item is of interest to a member of the public, the Presiding Officer will call upon those name(s) that have submitted a Speaker Request Card. Others may be called upon to speak at the discretion of the Presiding Officer.

### **Written Public**

- All interested parties may speak at a Board Meeting, and are requested to orally summarize their written submittals.
- Written comments should be submitted 2 days prior to the Board Meeting to allow the Board Members and Staff to read and respond to the comments prior to possible Board action on an Agenda Item. These written comments will be included in the Administrative Record.

### **Oral Public (Sec 6.4.1; Sec 7.9.3)\***

- All comments will be addressed to the Board.
- Oral comments will typically be limited to 5 minutes and must be relevant to the Agenda Item.
- A timer may be used and speakers are expected to honor the time limits.
- Oral comments may not be argumentative in nature.
- One person will have the floor at any one time.
- Cross-talking is discouraged by those attending the Board Meeting.
- A Director may ask a question(s) of the speaker for clarification or to expand upon a point made.

\*Section References from Policy Manual of the Board of Directors