



POLICIES AND PROCEDURES FOR PUBLIC COMMENTS AT BOARD MEETINGS

- A. Agenda.** Each agenda of a regular Clearwater Underground Water Conservation District Board meeting shall include an item to receive public comments. Wording on the agenda shall be similar to the following:

“Citizens who desire to address the Board on any matter may sign up to do so prior to this meeting. Public comments will be received during this portion of the meeting. Please limit comments to 3 minutes. No discussion or final action will be taken by the Board.”

- B. Sign-Up Sheet.** The Assistant Secretary shall establish a sign-up sheet for members of the public wishing to speak. Names shall be accepted until the meeting is called to order, or as otherwise determined by the Board.
- C. Procedure.** The Board President shall call on citizens on the sign-up sheet, and may, with concurrence of the Board, modify the established time limit as necessary to adequately receive public comment. Time shall be monitored by the Board Secretary or Assistant Secretary.
- D. Response.** The Board shall follow stated opinions from the Office of the Attorney General in responding to public comment. As such, the Board may not comment or deliberate except as authorized by section 551.042 of the Government Code which provides for the following:

The Board may respond to comments or inquiries by providing a statement of specific factual information or by reciting existing policy.

The Board may not deliberate or make a decision about the subject matter of the inquiry or comment. When an inquiry or comment from the public requires such deliberation or decision, the Board may propose to place the subject matter on the agenda for a subsequent meeting.

- E. Placement on Agenda.** Persons desiring to discuss matters with the Board shall make a written request to the Board President to have the item placed on the agenda. Such requests should be submitted to the Board’s Assistant Secretary.
- F. Comments on Action Items.** The Board may allow comments from citizens on agenda items posted for discussion and possible action. Citizens wishing to address the Board on such items must sign up prior to the meeting on the sign-up sheet. Their comments will be received when the agenda item is addressed by the Board.



PUBLIC COMMENT REGISTRATION FORM

Please register below if you wish to address the Committee during the Public Comment portion of the meeting or during the discussion of a posted agenda item.

Public comments will be limited to three (3) minutes. Committee members are prohibited by law from discussing matters presented under the *Public Comment* section, except for placement on a future agenda. Please indicate below the agenda item during which you wish to comment.

Name: _____ **Agenda Item #** _____
(Please Print)

Address: _____

Telephone No. _____
