

South Granville Water and Sewer Authority (SGWASA)

Public Comment Procedures

The South Granville Water and Sewer Authority (SGWASA) Board of Directors is committed to allowing members of the public an opportunity to offer comments and suggestions regarding efficient and effective administration of the regional utility. In addition to public hearings, a special time is set aside for the purpose of receiving such comments and suggestions. All comments addressed to the SGWASA Board of Directors during the Public Comment period shall be subject to the following procedures:

1. **General:**

- a. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty (30) minutes. Based on the number of public comments listed on the sign-up sheet, the Board may extend the Public Comment period or hold an additional Public Comment period at the end of the Board meeting.
- b. Speakers should not expect Board action, deliberation, and/or comment on subject matter brought up during the Public Comment section unless and until it has been scheduled as an item on a future meeting Agenda.
- c. Public Comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole.
- d. Discussions between speakers and members of the audience are not allowed.
- e. Action on items brought up during the Public Comment period will be at the discretion of the Board.

2. **Public Comment For Non-Virtual Board Meetings:**

- a. Persons who wish to address the Board during the Public Comment period will register on a sign-up sheet located on a table near the Board Secretary. Sign-up sheets will be available thirty minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request.
- b. On the sign-up sheet, speakers will provide their contact information (full name, full address, email, and telephone number) and the topic of their comments.
- c. Speakers will be acknowledged by the Board Chairperson in the order in which names appear on the sign-up sheet. Speakers will address the Board from the podium at the front of the room and begin their remarks by stating their name and address.
- d. Each person will have **three (3) minutes** to make remarks and will only be entitled to the time allotted.

3. **Public Comment For Virtual Board Meetings:**

- a. Persons who wish to address the Board during the Public Comment period will need to notify the Board Secretary via email by 3:00 pm on the day of the Board meeting, providing contact information (full name, full address, email, and telephone number) and the topic of their comments.
- b. Speakers will be acknowledged by the Board Chairperson in the order in which names appear on the sign-up sheet. Speakers will address the Board via their virtual meeting connection, beginning their remarks by stating their name and address.

South Granville Water and Sewer Authority (SGWASA)

Public Comment Procedures

- c. Each person will have **three (3) minutes** to make remarks and will only be entitled to the time allotted.
- 4. **Public Comment Guidelines for Both Non-Virtual and Virtual Board Meetings:**
 - a. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks or accusations, the use of profanity, and inappropriate gestures.
 - b. Only one speaker will be acknowledged at a time. If the time runs out before all persons who have signed up have an opportunity speak, those names will be carried over to the next Public Comment period.
 - c. Any applause will be held until the end of the Public Comment period.
 - d. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Board Secretary.
 - e. Speakers shall not discuss matters concerning the candidacy of any person seeking public office, including the candidacy of the person addressing the Board, except to the extent that the comments directly address issues pertinent to SGWASA.
 - f. Comments must relate to matters that are within the authority or jurisdiction of the Board.
 - g. Topics requiring further investigation will be referred to the appropriate SGWASA official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
 - h. The Board requests that complaints relative to specific SGWASA employees be directed to the Executive Director, other than at a Board meeting. Individual personnel issues are confidential by law and will not be discussed by the Board in open session.