



Outline of PCPB Meeting Process and Procedure (18 July 2018)

In order to assure efficiency, proper procedure and organization, provide for a full and fair opportunity for all interested members of the public to participate in meetings and have their voices heard, and assure that meeting procedures comply with the Brown Act (California Government Code 54950 *et seq.*), the Chair has adopted the following processes and procedures for regular meetings of the Peninsula Community Planning Board:

Non-Agenda Public Comment

- Each person wishing to offer comment on a matter not on the agenda for that meeting must complete and submit to the PCPB Chair a written request to be heard. Forms will be provided, or a speaker may simply submit a written request with their name indicating their desire to speak.
- Each speaker will be allotted two (2) minutes, subject to the discretion of the Chair.
- The Non-Agenda Public Comment period at the beginning of each meeting will be limited to fifteen (15) minutes. Any remaining Non-Agenda Public Comment will be heard later in the meeting.

Information and Action Items

- Five (5) minutes will be provided for presentation of each item. A presentation can be extended at the discretion of the Chair.
- A period for public comment on each agenda item will follow each presentation.
- Any member of the public wishing to address the agenda item will indicate their desire to speak at that time or before the meeting by submitting a speaker slip or written request.
- Each member of the public who has requested an opportunity to address an agenda item will be provided the same length of time as all other members of the public.
- The length of time allotted to speakers will be determined at the discretion of the Chair and will generally be based on the number of individuals wishing to speak and overall agenda considerations (e.g. length of agenda).
- Each member of the public will be afforded one (1) opportunity to speak. Unsolicited comments will be ruled out of order.
- Once all members of the public who requested an opportunity to speak have spoken, the public comment period will be closed. Further public comment will be permitted only at the discretion of the Chair.
- Members of the public should address the Board and not presenters. Public comment is an opportunity to express views on matters pending before the Board, not to engage in debate with or to confront presenters.
- Board comment will follow public comment.

Thank you for your understanding and cooperation with the above stated process & procedure.

Sincerely,

A handwritten signature in blue ink that reads "Robert A. Goldyn". The signature is stylized and cursive.

Robert Goldyn
PCPB Chairman