

Policy for Public Participation in PCPB Airport Committee Meetings (Public Comment)

- 1) Persons wishing to address the Committee shall complete a “Request to Speak” form prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Committee is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is limited to eighteen (18) minutes and is reserved for persons wishing to address the Committee on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Committee. A second Public Comment period is reserved for general public comment later in the meeting for those who could not be heard during the first Public Comment period.
- 3) Persons wishing to speak on specific items listed on the agenda will be afforded an opportunity to speak during the presentation of individual items when recognized by the Chair. Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Committee. Public comment on specific items is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 4) If many persons have indicated a desire to address the Committee on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Roberts Rules of Order, recognized groups must register with the Committee prior to the meeting.
- 6) After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Committee without first obtaining permission to do so.

MEETING DATE: _____

**Peninsula Community Planning Board
Airport Committee
SPEAKER REQUEST FORM**

If you wish to speak during this meeting, please complete this form and submit it to the Chair prior to the initiation of the portion of the agenda containing the item to be addressed

- Please fill out a speaker slip for each separate item on which you would like to speak
- Speakers are limited to three (3) minutes
- **NOTE:** If you are the applicant, please indicate it next to your name. Applicants, groups and referring jurisdictions are limited to five (5) minutes. **(Groups must register with the PCPB Airport Committee prior to the meeting)**
- You may speak only once under Public Comment

I WOULD LIKE TO SPEAK DURING: *Public Comment* _____ **OR ON** *Agenda Item No.* _____

AND

I WOULD LIKE TO SPEAK IN: *Support* _____ *or Opposition* _____ *to this Item.*

PLEASE PRINT CLEARLY AND LEGIBLY:

NAME: _____

CITY OF RESIDENCE: _____

Address: _____ **PHONE:** () _____ - _____
(Optional) *(Optional)*

E-Mail Address: _____

SPEAKER SLIPS ARE PUBLIC RECORDS