

**Mapaville Fire Protection District**  
**Public Participation at Board Meetings Policy**

To provide for full and open communication between the public and the Board of Directors, The Board authorizes the following avenues for the exchange of information, ideas and opinions.

The Board recognizes that many residents of the district may be specially qualified to assist and advise the district because of their training, experience or personal characteristics, and the Board encourages them to take an active part in the Fire Protection District affairs.

**Grievance through Established Policy and Procedure**

Employees and members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with the Officers and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

**Written Correspondence**

Written correspondence may be directed to the Board, through the Board President, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two pages or less are encouraged.

## **Agenda Items**

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the President or designee. The request must be submitted pursuant to Board policy and received five business days prior to the scheduled meeting. The item will be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item to the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

## **Public comments During Open Meetings**

Any member of the public may address the Board of Directors during any regular meeting of the Board. The following guidelines will govern such comments:

- The period for public comments at regular meetings of the Board of Directors will not exceed 15 minutes.
- Individuals who wish to speak must sign up before the President calls the meeting to order. A signup sheet will be provided. Interested parties will provide their names and a brief description of their topics.
- Individuals may speak no more than three minutes and may not speak more than once during the period for public comments.
- If more than two people sign up to address the Board on the same topic, the Board may require these people to select one spokesperson. In this event, the spokesperson will be allowed five minutes to speak.
- The Board president may interrupt or end any comments related to a topic that can legally be discussed in executive session and, in the opinion of the President, should not be discussed in open session.
- Board members may not engage in discussion of any topic that is not part of the posted agenda.