

April 1994

Res. 94-43

PUBLIC COMMENT STATEMENT OF POLICY

Pursuant to the revisions to the brown act (government code section 54950 et seq.) which control the procedures of a "legislative body" such as the Board of the Napa Sanitation District, the District hereby adopts the following guidelines concerning opportunities for public comment during meetings of its Board.

The purpose of these guidelines is to inform the public of the time, place and manner in which it may address the Board and to ensure that the District fulfill its obligations under the Brown Act. The District intends that these guidelines will provide a useful, and practical balance that will enable the public to engage the Board in a constructive dialogue while ensuring that the Board is able to conduct its meetings in a timely and orderly manner.

It should be noted that this Statement of Policy is issued solely to give the public notice of the guidelines that the Napa Sanitation District has voluntarily adopted. These policies are nonbinding and may be changed or waived without notice.

I. PUBLIC COMMENT GUIDELINES

A. PUBLIC COMMENT PERIOD

Every regular meeting agenda of the District shall contain a general public comment period. This period shall follow the roll call and each speaker shall be limited to five minutes. The agenda shall contain a note stating the following:

"NOTE: Pursuant to Government Code section 54954.3 (the Brown Act), this is the time allotted for the public to address the Board on any subject relevant to the District that is not on the agenda. Please be advised that the Board may not take any action on items that are not on the agenda. The Board may, however, briefly respond to the statements made or questions posed by the public, ask for clarification from staff, refer the matter to staff, request staff to report back on the matter, or request staff to place the matter on a future agenda.

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B. ADDITIONAL PUBLIC COMMENT

Every agenda of the District shall contain a note concerning public comment on agenda items that states the following:

"NOTE: Pursuant to Government Code section 54954.3, the public may address the Board on each agenda item during the Board's consideration of that item. Depending on the number of speakers or the interest in the item, the Board, may, at its discretion, limit the period of comment for each speaker to five (5) minutes or less. The Board may also restrict, at its discretion, the time allotted for each speaker if the speaker's public comments become irrelevant to the agenda item or repetitious."

C. SOLICITATION OF WRITTEN COMMENTS

The District shall either include a statement in its agenda or issue a written statement encouraging the public to submit comments to the District in writing. This statement shall state the following:

"NOTE: The District encourages the public to submit written comments relevant to the District's agenda at least one day prior to the meeting where the agenda item is to be discussed. The submission of written comments allows the Board more time to consider the matter, and, in situations where there is significant public interest in a matter, enables the Board to consider a greater amount of input than may be possible if the comments are presented orally at a meeting. Written comments submitted at the District's main office at least one day prior to a meeting will be delivered to each Board member prior to the meeting."

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