



Procedure: DDRC Board of Directors
Meetings Procedure for Public
Comment

Date Approved: 12/14/2016

Section: Board of Directors

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DDRC Board of Directors Meetings Procedure for Public Comment

The DDRC Board of Directors respects public input and sets aside time at each Board meeting for public comment.

Time Allocated

- The Board allocates two opportunities for public comment at each meeting.
- During the two public comment opportunities on the agenda, 5 minutes will be allowed per person to address the Board.
- If there are numbers of speakers, the Board may limit the total time for comment to not exceed 15 minutes per comment period and may reduce the time allotted for each speaker unless extended by the presiding officer of the Board.
- Board members may ask questions for clarification.
- If the speaker requests a Board response, the response may be done in writing or by email to the speaker within 5 business days of the meeting.

Signing up to Speak

- Speakers must sign up by signing the public comment sheet available at the Board meeting.
- Speakers will be called in the order they sign up.
- Speakers may not speak more than once on a specific topic.
- Speakers who wish to speak on more than one topic must submit a separate sign up for each item.
- Any person who would like an interpreter to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should contact the Executive Assistant or designee at the DDRC office, 303-233-3363, at least three business days in advance of a meeting to request assistance.

Expectations

- The Board expects that each speaker will be courteous and respectful.
- Audience participation at Board meetings is limited to the public comment opportunities at the meeting.
- Speakers will address their comments to the entire Board and not to one individual Board member, a staff member, or to the audience.



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- The Board President may rule a speaker out of order for a violation of the guidelines. At the discretion of the President an out of order ruling can end the speaker's remaining time.

Topics

- Due to confidentiality laws and regulations the Board cannot respond to a public comment that involves a staff member, a personnel action, a matter involving persons receiving services, pending litigation, or matters of a similar confidential nature. Comments regarding these matters need to be submitted in writing by mail or electronically through the "Board Members" email link on the DDRC website to the Executive Director. The Board members review comments, letters and emails sent to the Board. Responses will be in accordance with legal requirements and board responsibilities.
- All comments should address a matter related to DDRC business.

Note: This procedure meets the requirements of the Transparency of Community-Centered Boards law enacted in 2016.