

PUBLIC COMMENT GUIDELINES

1. A person wishing to speak at a Port Commission meeting should **sign-up on a public comment sheet** listing their name, address and city or county of residence, and identifying the specific agenda item to which he/she will speak.
2. The Commission President will ask for public comment prior to the Commission vote on each “action item” on the agenda. On “non-action” agenda items listed under General Business or for Study Session presentations, public comments may be offered at the discretion of the Commission President and at the conclusion of the meeting during the general public comment period.
3. An **individual may comment** on an agenda item for **up to three minutes**.
4. Any person wishing to speak on a topic not appearing on an agenda may sign up to speak at the conclusion of the meeting under “Public Comments”. All comments are **limited to two minutes**.
5. In the interest of time, the Commission President **may limit the number of persons speaking on any topic** or may limit comments to those persons having new information or new material to present.
6. The Commission President may **alter the time allotments** for testimony to ensure that more speakers have an opportunity to be heard in a reasonable amount of time.
7. The **identity** of each person commenting will be **noted in the meeting minutes**. An individual or organization representative may also have the text of his/her remarks appended to the Commission minutes by submitting a written text at, or before, the meeting.
8. **Comments** by the public during a Commission meeting **shall be offered only at the microphone** to ensure the testimony can be heard in the room and for broadcast/audio recording purposes.
9. The **Commission does not generally engage in dialogue** during the public comment period. At the discretion of the Commission President, the President or individual Commission members may respond to comments on the conclusion of the public comment period.