

Foothills Gateway Board of Directors Meeting Guidelines for Public Comment.

The Foothills Gateway Board of Directors respects the Members and families with whom we work, our community, and our role as a Board and welcomes input from the public. We expect everyone to respect one another and the differing opinions that may be presented.

Time Allotted for Public Comment:

- The Board allocates 10 minutes at the beginning of each board meeting for “Public Comment”.
- Each speaker, at the Chair’s discretion, may speak **for up to five minutes**.
- If there are a large number of speakers, the Board may limit the total time for comment and may reduce the time allotted for each speaker. Additionally, time limits may be waived by a vote of the Board.
- Board members may ask questions for clarification but are not required to respond to public comment during the meeting. If a response is required, it may be done in writing or by email.

Signing up to Speak:

- Speakers should check Foothills Gateway’s website prior to the Board Meeting to determine whether a Board Meeting will be **virtual** or **in-person**.
- For **virtual** meetings, speakers need to email **boardmeeting@foothillsgateway.org** to request the meeting link and announce their wish to speak during the Public Comment segment.
- For **in-person** meetings, speakers need to sign up by signing the public comment sheet on the table to the right of the door after entering the board meeting room.
- Speakers will be called in the order they sign up.
- Speakers may not speak more than once on a specific topic.
- 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 Foothills Gateway office at **970-226-2345** at least three business days in advance of a meeting to request assistance.

Decorum:

- The Board expects that each speaker will be courteous and respectful.
- Speakers will address their comments to the entire Board and not to one individual Board member, nor to a staff member, nor to the audience. Speakers will not engage in personal attacks.
- The Board Chair may rule a speaker out of order for a violation of the decorum guidelines. At the discretion of the chair an out of order ruling can terminate the speakers remaining time.

Topics:

- Due to confidentiality laws and regulations, the Board cannot respond to a public comment that involves a complaint about an individual staff member, a personnel action, a disciplinary matter involving a Member, 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 Foothills Gateway website. The Board members review comments, letters and emails sent to the Board. Board responses will be in accordance with legal requirements and board responsibilities.
- Speakers may address an item not on the agenda during the "Public Comment" segment. All comments should address a matter related to Foothills Gateway business.