



## UPSHUR COUNTY ESD #1

**Policy for:** Process for Public Comments at Upshur County ESD #1 Board Meetings

**Policy number:** 3

**Title:** Public Comments Procedure

**General description/purpose:** The purpose of this policy is to provide the opportunity for individuals to address any agenda item they wish to add opinions to for consideration. Public Comments can also include requests for items to be considered for future agenda items or just to provide information.

**Going forward:** It is the policy of Upshur County ESD #1 that anyone wishing to address the board must sign up on the provided sign-up sheet along with the items they wish to speak about prior to the meeting being called to order. Individual members of the public may address the Board for a maximum of 3 minutes on any matter. Members of the public may collectively address the Board for a total of 30 minutes on any single matter. Individuals may address the board once per item. No formal action, discussion, deliberation, or comment will be made for items not on this agenda.

Any individual wishing to speak during a particular agenda item after the public comment section must wait to be recognized by the Chairperson. It is at the board's discretion to hear any comment from individuals on agenda items after the public comment section.

ESD board member

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