

**RESOLUTION NO. 2020-009**

**PUBLIC COMMENT POLICY**

All meetings of the Cambria County Transit Authority Board of Directors (the "Board") shall be conducted per the following approved policy.

**I. Purpose.**

The purpose of this Policy is to maintain order of public meetings as to allow the Board to effectively and efficiently perform their primary function.

This Policy is adopted to ensure that each citizen's equal opportunity to comment on matters of concern before the Board is not infringed upon or limited by another citizen's undue disruptions or behavior at public meetings.

Public comment is not intended to be a debate of issues but a period of time for the Board to listen to views of non-board members. No response or comments to public comments will be provided during the comment period.

The general public is encouraged to bring questions, issues and/or problems to the attention of CamTran staff first. If the issue is unable to be resolved at the staff level, and a member of the general public wants to address the Board, this policy outlines the process to follow.

**II. Meeting Structure.**

The meeting structure shall have the agenda available to the public at the commencement of each meeting. The agenda shall provide for a public comment process as follows:

**Public Comment.** Public comments at all public meetings shall be governed by the following:

- A. **Role of Chairperson.** The Board Chairperson shall preside over public comment periods and recognize individuals wishing to offer comment (hereinafter referred to as "Citizens").
- B. **Persons Permitted to Make Comment.** Any person wishing to make comment shall notify the Authority seven days in advance of their desire to make comment. At the time of sign up, the intent to audio or video record the meeting must be expressed. The sign-up period shall conclude at 4:30 PM prevailing time, seven business days prior to the next regular scheduled board meeting. To ensure accurate minutes any person wishing to make public comment shall sign in on the sign-in sheet available at the meeting or be verbally recognized if the public meeting is held by phone or video conference.

C. **Time for Public Comment.**

1. The purpose of the public comment period is for individuals to give public comments.
2. Each statement by a citizen shall be limited to no more than two (2) minutes duration and will be timed. In an effort to ensure that all citizens and points of view are considered by the Board, comment periods may not be shared among those eligible for comment.
3. The public comment period shall be limited to a total of thirty (30) minutes for all speakers

D. **Manner of Public Comment.**

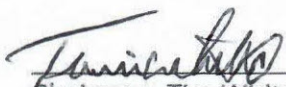
1. Each speaker shall speak only when recognized by the Chairperson.
2. Each speaker shall identify themselves by name.
3. All public comments shall be directed to the Chairperson.
4. Those making comments shall speak clearly and slowly.
5. Citizens shall not disrupt other citizens or the deliberations or the discussion of the Board.
6. The chairperson shall issue one warning to a citizen whose comments violate this Policy by stating that such citizen is out of order, Further failure to conform conduct to this policy shall be grounds for the Board to consider removing the citizen from the meeting.
7. Public comment on the same topic should not be repeated. If you agree with the person speaking on the specific topic then they should only refer to previous comments and state they are in agreement. For citizens who disagree with the topic, the person has 2 minutes to comment. . If you agree with the person disagreeing with the comment, then they should only refer to previous comments and state they also disagree.

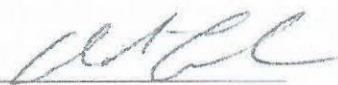
- E. **Disruptive Comments.**
1. Citizens shall not comment in a manner that is disruptive, disregards the rules of decorum or for the purpose of preventing the conduct of business at a meeting.
  2. The Chairperson may rule out of order scandalous, impertinent and redundant comment or any comment the discernable purpose of which is to disrupt or prevent the conduct of the business at the meeting.
- F. **Comments for Professionals/CamTran Staff.**
1. In the event the Chairperson deems it appropriate, the Chairperson shall direct the appropriate CamTran official, professional or staff member to look into an issue. No response or comments to public comments will be provided during the comment period.
- G. **Minutes.**
1. Public comments are not transcribed but will be generally noted with the name of the speaker and general subject matter of the comment.

**III. Recording Devices.**

- A. , All persons wishing to record the audio or video of a meeting shall have informed CamTran at the time of sign-up, and also note such intention on the meeting sign-in sheet. Should a meeting be held virtually, all persons must announce his/her intent to record the meeting prior to doing so. This action should not be disruptive to the Board of Directors/Staff.
- B. All persons who record a meeting shall provide contact information so that CamTran may obtain a copy of said recording.
- C. All persons who record a meeting, shall record the entire meeting as opposed to just portions thereof, unless the person recording the meeting intends to leave the meeting room.
- D. Video recording/Live streaming/Twitter, are permitted but the "recorder" must ask for permission from the Board Chairman/Vice-Chair and is required to follow the same rules as outlined in III B and C above. No audio or video recordings of the board meetings can be used to portray CamTran in a derogatory manner.
- E. All audio/video-type recordings cannot start until the public meeting is called to order, and must stop once the public meeting is adjourned.

Be it therefore enacted, this 26 day of June 2020, and the aforementioned resolution by the Board of Directors of the Cambria County Transit Authority.

  
Chairman, Tim Whited

Attest:   
Secretary