

## **RESOLUTION NO. 053018-A**

### **MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS PUBLIC COMMENT POLICY**

**WHEREAS**, The Manhattan Housing Authority (MHA) Board of Commissioners is the governing body of the Manhattan Housing Authority, and the MHA Board of Commissioners can only conduct business at its open public meetings. The MHA Board of Commissioners holds meetings pursuant to its adopted schedule, practices and By-Laws; and

**WHEREAS**, the MHA Board of Commissioner meetings are open to the public pursuant to the requirements of the Kansas Open Meetings Act (KOMA), K.S.A. 75-4317 *et seq.* In addition to its desire to comply with KOMA's requirements, the MHA Board of Commissioners values transparency and public comment at its meetings; and

**WHEREAS**, the purpose of this policy is to ensure that the MHA Board of Commissioners can effectively conduct and/or consider MHA business at its meetings. The MHA Board of Commissioners herein establishes the Public Comment Policy for orderly and efficient meetings. In addition, the MHA Board of Commissioners herein establishes reasonable and content-neutral public comment regulations to preserve the governing body's legitimate interest in conducting efficient, orderly and effective meetings.

#### **A. PUBLIC COMMENT ON ANY ITEM**

1. The Executive Director of MHA serves as the Board Clerk.
2. Speakers List. To speak on any item on the MHA Board of Commissioners agenda, the speaker may sign up with the Board Clerk prior to the start of the meeting. The Board Clerk may determine the methods of sign-up, but the speaker must state his/her name, residential address, and if applicable, organization he/she represents. At the meeting, the Board Clerk will first call the speakers on the Speaker's List to speak in the order in which they signed up. No substitutions will be permitted. After the Speaker's List has been completed, any other members of the public may speak to the item, after being recognized by the Board Chair and signing up with the Board Clerk.

3. A member of the public shall only be permitted to speak on the item one time per meeting.
4. Time Limit. A speaker shall not speak for more than five (5) minutes. A speaker may not combine his/her time with another speaker's time. Provided that, if more than ten (10) members of the public wish to speak on any one item, the Board Chair, or the majority of the Board of Commissioners, may reduce the time of each citizen based upon the number of people wishing to speak and the amount of time available.

**B. RULES OF DECORUM APPLICABLE TO ALL PUBLIC COMMENT**

1. The speaker should stand and state his/her name, residential address, and, if applicable, organization he/she represents. Only one speaker may speak at a time.
2. The speaker may not read a written document of another person; such document may instead be submitted to the Secretary prior to the meeting to distribute to the MHA Board of Commissioners. However, this provision shall not limit the representative of any group from reading a statement of the group that represents their position(s).
3. The speaker may use any available audio/visual equipment available during his/her presentation. If the speaker wishes to present a PowerPoint or other similar presentation that requires the use of MHA equipment, electronic file(s) must be provided to the Secretary by 5:00 p.m. on Friday before the meeting in the format requested by the Secretary.
4. The speaker's comments should be directed to the body as a whole (MHA Board of Commissioners) and should not be directed to individual members. No personal, slanderous, profane, obscene, or threatening remarks are permitted.
5. The speaker's comments should relate to MHA business (Open Forum), to the public hearing, or the agenda item of business.
6. The speaker may not debate with audience members during his/her comments or make personal comments toward audience members.
7. Once public comment on an item has closed, no further public will be permitted as the item progresses.

**C. RESPONSE TO PUBLIC COMMENT**

1. The purpose of public comment at a business meeting is for the MHA Board of Commissioners to receive input. Generally neither the MHA Board of Commissioners nor MHA staff will respond to questions or issues raised during open public comment or agenda item of business comment. Provided that, the MHA Board of Commissioners may ask questions of the speaker, decide to address the issue at a future meeting or refer the matter to MHA Administration.

D. The MHA Board Chair will warn any member of the public who is not in compliance with this Policy and any continued non-compliance will result in the speaker's revocation of his/her speaking privileges at the meeting.

E. If an individual with a disability (as defined by federal law) would like to request a reasonable accommodation (as required by federal law) from the application of any provision(s) of this policy, the individual should contact the Board Clerk at least three (3) days prior to the meeting.

**F. APPLICATION OF POLICY: COMPLIANCE WITH OTHER LAWS**

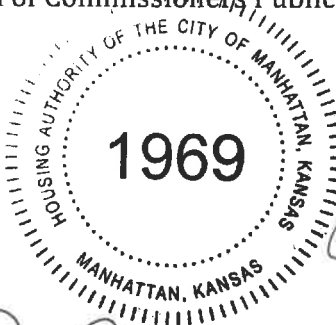
1. It is the general policy of the MHA Board of Commissioners to follow the procedures and policies set forth herein. However, the procedures and policies contained herein may be temporarily altered or suspended, with the approval of a majority of the MHA Board of Commissioners, if such temporary alteration or suspension is necessary and is in compliance with other applicable laws. Further, nothing in this policy is intended to supplement the requirements of other applicable laws.

G. This Resolution reflects the policy of the governing body and repeals any other resolution in conflict herewith.

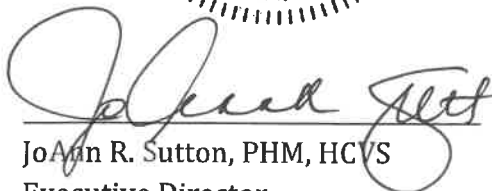
**NOW, THEREFORE BE IT RESOLVED** by the Manhattan Housing Authority Board of Commissioners that the Manhattan Housing Authority Board of Commissioners Public Comment Policy is hereby adopted; and

**BE IT FURTHER RESOLVED** the effective date of the Manhattan Housing Authority Board of Commissioners Public Comment Policy is May 30, 2018.

SEAL:



  
Janis Clare Galitzer, Chair  
Manhattan Housing Authority Board of Commissioners

  
JoAnn R. Sutton, PHM, HCVS  
Executive Director  
Manhattan Housing Authority