

**LANE TRANSIT DISTRICT  
RESOLUTION**

**PROCEDURES FOR RECEIVING PUBLIC TESTIMONY  
AT LTD BOARD MEETINGS**

WHEREAS, the Lane Transit District (LTD) Board of Directors believes that it is important to hear from the public on issues of public concern and, from time to time, may wish to consider testimony from the public on various issues; and

WHEREAS, the Board wishes to hear public testimony in an organized and consistent fashion that provides sufficient opportunities for the public to comment and is fair to those who wish to speak;

NOW, THEREFORE, IT IS HEREBY RESOLVED that, when the LTD Board of Directors desires public testimony, the testimony will be received by the Board in the following manner:

1. A public comment period will be provided near the beginning of all regular monthly meetings of the LTD Board of Directors.
2. If the Board has scheduled a public hearing, the Board shall hear a staff presentation of relevant issues prior to hearing public testimony.
3. Anyone wishing to testify at either the public comment period or at a scheduled public hearing will be asked to sign a sign-up sheet that includes name, address, and topic to be addressed. For large public hearings, The Board may ask each speaker to complete a "Request to Speak" form, which includes a notation of whether the testimony will be for or against a particular issue, or will provide comments of a general nature.
4. Generally, the Board will hear testimony in the order in which speakers sign up on the sign-up sheet, or in the order in which the Request to Speak forms have been received. To the extent feasible, the presiding officer will receive testimony in this order.
5. If the sign-up sheet or Request to Speak forms indicate that a large number wish to speak during the comment period or at a scheduled hearing, the presiding officer may elect to hear from five people in favor of the issue, five who wish to speak in opposition, and five who are neutral or who have comments of a general nature. The presiding officer will continue this rotation until all the testimony has been received, or the comment period or public hearing has been adjourned due to time constraints. Although the comment period or public hearing has been adjourned, the Board may continue with other business.
6. Each speaker will begin his or her testimony by stating his or her name and address. Remarks are to be directed to the presiding officer and not to other persons present.
7. Each speaker in any category of testimony will be allotted three minutes to speak. A timer will be used. When the timer beeps to signify the end of the

three minutes, the speaker must move to his or her concluding sentence and finish his or her testimony. If more than twenty people wish to speak during any one meeting, testimony may be limited to two minutes, at the discretion of the presiding officer.

8. Those wishing to expand on their remarks beyond the allotted time will be permitted to submit additional written testimony to the Board. Written testimony on issues before the Board at a particular meeting should be submitted to the LTD administration office not later than noon on the Thursday preceding the week when the Board will consider the issue in order to allow adequate time for Board members to read the material. Written testimony also can be handed out at a particular Board meeting and summarized during the public testimony period, with the understanding that Board members will not have time to read the written testimony before taking any action at that meeting.
9. For reasons of safety and the convenience of other members of the audience, speakers and members of the audience shall not bring flags, banners, placards, and other oversized materials into the Board Room. Such items may be displayed outside the building. This does not, however, prohibit the wearing of reasonably-sized items on personal clothing within the building.
10. Debate, whether among members of the audience or between the audience and Board members, will not be allowed. Speakers may use their time allotment to speak and then will not be allowed further time for debate or discussion. Furthermore, engaging in conduct that is intentionally designed to disrupt or obstruct the conducting of Board business or the testimony of others will not be allowed.
11. An opportunity for staff or Board response to issues raised during testimony will be provided after the testimony has been given. In most cases, this will occur after all testimony has been given. However, at the discretion of the presiding officer, members of the Board may question individual speakers or request staff comment at the conclusion of a speaker's testimony.

6-18-97

Date Adopted

Patricia Hocken

Board President's Signature