

Public Comments at Posted Board Meetings

General Guidelines for Public Comment

Anyone wishing to make a comment must register prior to the meeting. A citizen may (1) register to speak on a posted agenda item, (2) register to make a general spoken comment, or (3) register a written comment or a position on a particular matter.

Commenting on a Posted Agenda Item

If a citizen wishes to comment on a specific agenda item, he/she must make that clear when registering prior to the meeting. When the posted agenda item is considered, the Chairwoman will call his/her name to come to the podium. If he/she does not wish to address the Board but rather would like to register a position on a particular matter, that position should be reflected on the registration card.

Making a General Comment

At each Board meeting, there is a standing agenda item for public comments. Those who wish to comment on a topic not applicable to another agenda item may register to speak at this time. During this item, the Chairwoman will call his/her name to come to the podium. The Board is not allowed to respond to any comments not affiliated with an agenda item; and will therefore not be able to respond at that time to the comment(s) received during the public comment agenda item. Finally, comments may not be provided on matters which may pertain to a contested matter before the Board for consideration in order to conform to law and preserve the Board's impartiality when they ultimately decide any such contested matter.

Speaking Rules

- Each speaker should identify himself/herself before providing his/her public comment;
- Each speaker will receive three (3) minutes and should be careful to not exceed that time, as a courtesy to other members of the public waiting to offer comments; time may be signaled to speakers using a lighting system. When the yellow light is illuminated, the speaker should begin to wrap up his or her comment. When the red light is illuminated, the speaker's time is up; and
- No portion of a speaker's allotted time may be given (assigned, relinquished, donated) to another speaker.

Handouts and Visual Aids

No PowerPoint presentations or visual aids will be allowed during the general comment period. If a commenter has handouts for the Board members, he/she will need to provide eight (8) copies. Since the Board will take action on most agenda items at the scheduled meeting, persons seeking to file written information with the Board should attempt to provide the information to the executive administrator as early as possible before the board meeting.

Media at Board Meetings

Video and audio at all Board meetings is recorded and available on the following website:

www.texasadmin.com/tx/twdb. It shall be understood that members of the public in the audience may be seen or heard on these recordings. If photos are taken at the meetings, it shall be understood that members of the public in the audience may be visible. Permission will not be requested from audience members for use of video, audio or photos for Agency business.