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|  DES MOINES, IOWA | GOVERNANCE MANUAL | | |
| | Date of Origin: | 04/2015 | No.: G-0705 |
| | Last Review/Revision: | 2017 | Page 1 |
| SUBJECT: | Opportunity for Citizens to Address the Board during Regular Board Meetings | | |

I. POLICY

The first item on the agenda is listed as “Opportunity for Presentation from the Public.” An opportunity for citizens to address the Board is set aside at the beginning of each meeting for the public to address the Board with issues not scheduled for discussion by the Board, or not on the Board’s agenda. Presentations will be limited to five minutes.

II. PROCEDURE

Those requesting to speak during “opportunity for presentation from the public” must record their name and topic prior to the start of the Board meeting. This can be done by calling the board administrative assistant at (515)282-2495 and/or by completing the sign in roster available at least 15 minutes prior to the meeting.

Employees are welcome to participate in this process but will be asked if they have first utilized the usual organizational chain of command in addressing their issue.

The Board Chair will have prerogative to limit the overall time spent on this agenda item.

Anyone wishing to address the Board is asked to follow these Rules of Decorum:

- Be recognized by the Board Chair or presiding officer
- State their name and address
- Speak from the podium in a civil, non-argumentative and respectful manner
- Whenever a group wishes to address the Board on the same subject, the Board Chair may request that a spokesperson be chosen by the group
- The suggested time limit for comments is 5 minutes as stated above, although that time limit can vary at the discretion of the presiding officer
- Speakers should speak into the microphone and speak clearly and succinctly
- All remarks should be directed to the Board of Trustees as a body rather than to any particular Board member or any member of the staff or audience, and should refer to staff by title and/or department
- If the speaker has documents or papers they wish to share with the Board, they must provide a copy to the Board secretary prior to the start of the Board meeting
- Speakers will refrain from using and all of the following: profanity; language likely to incite violence or outbursts from the audience; language that is disruptive to the orderly process of the meeting; engaging in conversations with individual Board members; making comments of a personal nature regarding others; shouting, yelling or screaming

In many cases, the speaker will be directed to meet with staff to resolve the issue or to get their questions answered.

Other than asking a question to clarify a statement, Board members should refrain from entering into a dialogue with the speaker. This time on the agenda is not intended for a discussion between the Board of Trustees and the speaker, and should not be used for that purpose.

Speakers will not continue to address the Board of Trustees once they have left the podium and will not engage in conversation with the board members from their seat.

The presiding officer is responsible for maintaining order and decorum and will not allow the speaker to make personal attacks or inflammatory comments, and may ask the speaker to be quiet and sit down. If the individual does not comply with the presiding officer's request, they may be asked to leave, or if necessary, be escorted from the meeting.



Jody Jenner, Chief Executive Officer



Dave Harkness, Chair, Board of Trustees