

BD 1.2 A	GUIDELINES FOR PUBLIC COMMENT AT PUBLIC MEETINGS OF THE NTTA	Policy number	BD 1.2
		Effective Date	10/11/11
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PURPOSE	<p>It is the policy of the North Texas Tollway Authority (NTTA) Board of Directors to provide an opportunity for citizens, news media and visitors to address the Board during the public comment section of the posted agenda or during discussion of particular agenda items, as applicable, for all public meetings of the NTTA Board of Directors.</p> <p>To ensure fair and orderly meetings, the NTTA Board of Directors has adopted meeting guidelines which govern the conduct of citizens, news media and visitors.</p> <p>Failure to comply with the adopted guidelines could result in removal from the board meeting if so directed by the NTTA Chair.</p>
RESPONSIBILITIES	<p>Board Secretary – Responsible for making speaker cards available to the public prior to each meeting of the Board of Directors and for delivering all completed speaker cards to the NTTA Chair. References to the Board Secretary or to the NTTA Chair include such person’s designee, if any.</p>
SCOPE	<p>These guidelines apply to all public meetings of the NTTA Board of Directors and of meetings of NTTA Board committees.</p> <p>In these guidelines, references to NTTA Board meetings, the guidelines also apply to Board committee meetings.</p> <p>In these guidelines, the “NTTA Chair” is defined as the presiding officer at a Board meeting or Board committee meeting, as applicable.</p>
GUIDELINES	<p>Conduct for Citizens, news media and visitors</p> <ul style="list-style-type: none"> • Citizens, news media and visitors are welcome to attend all public meetings of the NTTA Board of Directors and will be admitted to the room in which the Board is meeting up to the fire safety capacity of the meeting room. • Meeting attendees shall refrain from private conversations and interrupting Board members and speakers while the Board meeting is in session.

- Meeting attendees shall not bring food into the meeting room. Coffee, water and soft drinks are allowed in the vestibule and meeting room while the Board meeting is in session.
- Unauthorized remarks from the audience, hand clapping, cheering, whistling, yelling, stamping of feet and similar demonstrations shall not be permitted in the meeting room.
- No placards, commercial flags, banners or other signs will be permitted in the room in which the Board is meeting. Exhibits, displays and visual aids which pertain to presented agenda items to the Board are permissible.

Public Comment at Public Meetings

At all public meetings of the NTTA Board of Directors and of meetings of NTTA Board committees, a public comment section shall be included on the agenda. The Board shall hear speakers who wish to comment on matters that are scheduled on the meeting agenda (consent, individual and briefing items) and on matters not on the agenda for that day.

If a speaker makes a statement or inquires about a subject that is not on the meeting agenda, the Board, as required by § 551.042 of the Texas Open Meetings Act, may deliberate only on a proposal to place the subject on the agenda for a later meeting, but no such deliberation shall be required; and any response to the speaker's inquiry must be limited to:

- (1) a statement of specific factual information given in response to the inquiry; or
- (2) a recitation of existing policy in response to the inquiry.

Furthermore, regardless of whether a matter is on a meeting agenda, Board members may elect for any reason not to respond to a speaker's inquiry or statement, including, but not limited to, an inquiry or statement concerning a matter that is subject to pending or threatened litigation or is otherwise legally permitted to be discussed in closed session.

- Speaker Registration – Individuals wishing to speak before the Board must register with the Board Secretary by completing a speaker's card. The following information is required on all speaker cards:
 - Date of meeting the speaker plans to address the Board
 - Name
 - Address
 - Daytime telephone number
 - The subject matter to be commented on
 - The agenda item to be commented on or on

another matter

Speakers must also indicate if they are representing an organization/agency or special group and if they require technical support. All completed speaker cards will be delivered to the Board Secretary.

A person may register to speak at the beginning of the next regular business day following the previous public meeting of the NTTA Board of Directors or meeting of a NTTA Board committee. Speaker cards will be available at the registration table outside the board meeting room prior to the beginning of each meeting and through the NTTA Administration Department, by calling (214) 461-2000 and online at www.ntta.org/AboutUs/Board.

- Deadline for Registration – A speaker may register in person with the Board Secretary to speak. Speaker cards will be available on the day of the Board meeting at the registration table located outside of the meeting room. The deadline for registering in person to address the Board is 15 minutes prior to the scheduled start time of the meeting. All completed speaker cards will be delivered to the Board Secretary. A person may also register to speak by faxing a completed speaker card to the NTTA Administration Department via fax number (214) 528-4826. If registering via fax, the deadline to register is by 5:00 p.m. on the day prior to the scheduled meeting.

Speaker Guidelines

- One speaker at a time may approach the microphone/podium and only the person at the microphone/podium will be allowed to speak. Substitutions or pooling of speakers is not permissible.
- All remarks and questions shall be addressed to the Board as a whole and not to any particular member of the Board or staff.
- A speaker registered to address the Board on a specific item on the posted agenda may be allowed to do so prior to staff presentation(s) and the Board's action on that item. The NTTA Chair will read the agenda item into the record and will call for speakers who have registered to speak on the item(s).
- Subject to overall time limitations for public comments described below, each speaker will have a maximum of three (3) minutes in which to make his or her comments. It shall be at the discretion of the NTTA

	<p>Chair to extend time for any given speaker beyond the limit.</p> <ul style="list-style-type: none">• If the speaker has signed up to address the Board on multiple items, the allotted time of a maximum of three (3) minutes shall apply to each item respectively.• Speakers who register to address the Board on matters not on the posted agenda will be heard at the time (or times) designated by the NTTA Chair.• Subject to overall time limitations for public comments described below, a maximum of ten speakers may address the Board on any one posted agenda item. Speakers will be called in the order of the submitted speaker cards. If a registered speaker is not present when his or her name is called, that speaker may be deemed to have waived the opportunity to speak. Each speaker may address the Board on a particular agenda item for a maximum of 3 minutes.• Subject to overall time limitations for public comments described below, a presentation by a chosen representative of an organized group consisting of a minimum of ten persons present at the Board meeting shall be limited to a maximum of ten minutes. The NTTA Chair has discretion to extend the allotted time.• A speaker may request to have his or her presentation or supporting information provided to the Board. Speakers must provide 15 copies of any handouts or supporting information to the Board Secretary not less than 15 minutes before the scheduled meeting. Speakers desiring to provide an electronic presentation to the Board must notify the Board Secretary and submit an electronic copy of the presentation to the Board Secretary via e-mail at BoardSecretary@ntta.org, at least one business day in advance of the scheduled meeting. Presentations should be PowerPoint slide shows version 2003 or later with no embedded audio/video. The speaker should be prepared to advance their slides during the meeting using a provided pointer.• Notwithstanding anything to the contrary in these guidelines, the NTTA Chair may limit the overall time allotted to public comments in any meeting to a total of not less than one hour, and the NTTA Chair may allocate such time among speakers as the NTTA Chair determines to be reasonable to ensure that the views of persons desiring to address the Board are fairly represented. <p>Removal of Disruptive Persons</p>
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	<ul style="list-style-type: none">• Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Board or attending the meeting shall be removed from the meeting as directed by the NTTA Chair.• A disruptive person will receive a warning from the NTTA Chair. If the disruptive person persists in disturbing the meeting, he/she may then be asked to leave. If the person does not leave when asked to do so, the NTTA Chair may order a public safety officer to remove the person from the meeting. The person will be barred from attending the remainder of the Board meeting.
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