

FREQUENTLY ASKED QUESTIONS

Public Comment at Public Meetings of the NTTA

1. When are Board meetings held?

Board meetings are typically held the third Wednesday of each month at 9:00 a.m. in the Board room. For a complete list of scheduled Board meetings, please visit www.ntta.org/AboutUs/Board.

2. How do I sign up to speak at the next Board meeting?

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. For any persons wishing to register prior to the day of an upcoming public meeting of the NTTA Board of Directors or meeting of a NTTA Board committee, speaker cards are available through the NTTA Administration Department, by calling (214) 461-2000 and online at www.ntta.org/AboutUs/Board.

A person may register to speak at an upcoming public meeting of the NTTA Board of Directors or a meeting of a NTTA Board committee 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. Registrations will be accepted in person or by fax. A person may register to speak in person by submitting a completed speaker card to the Board Secretary on the day of the Board meeting at the registration table outside the board meeting room. The deadline for registering in person to address the Board is 15 minutes prior to the posted start time of the meeting. Speaker cards submitted by fax should be sent to the NTTA Administration Department at (214) 528-4826. If registering via fax, the deadline to register is 5:00 p.m. on the day prior to the scheduled meeting.

3. What is the procedure for signing up to address the Board as a representative of an organization?

Please refer to the Public Comment Policy and Guidelines located on the NTTA Web site, www.ntta.org/AboutUs/Board, for sign up procedures. Please note that the overall time allotted for public comments may be limited to a total of one hour. Subject to such overall time limit, presentations by an individual are limited to three minutes per agenda item, and presentations by a representative of an organized group of ten or more persons are limited to ten minutes. The NTTA Chair may extend the time at his or her discretion.

4. Where can I obtain a speaker's card?

Speaker cards are available at the registration table outside the board meeting room. All completed speaker cards that are timely submitted pursuant to the procedures described above will be delivered to

the Board Secretary. Speaker cards are also available through the NTTA Administration Department by calling (214) 461-2000 and online at www.ntta.org/AboutUs/Board.

5. What guidelines or rules must I follow if I want to speak at the next Board meeting?

Please refer to the Public Comment Policy and Guidelines located online at www.ntta.org/AboutUs/Board for a detailed listing of speaker rules.

6. Do I have to be a resident of one of the four (4) counties the Board of Directors represents to speak at a Board meeting?

No, any individual who wishes to address the Board is welcome to speak at Board meetings.

7. Can I bring an electronic presentation or handouts to the board meeting for distribution and/or review?

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.