

Board Meeting Public Comment Policy

Cheyenne Housing Authority Board of Commissioners

CHA's Board of Commissioners conducts meetings to carry out the official business of the Housing Authority. Regular, Special, and Emergency meetings are open to the public.

The Board of Commissioners approved opening the Public Comment Period for its Public Comment Policy on February 15, 2024 and after consideration of Public Comments, proposes to adopt the policy on April 18, 2024. The policy is designed to provide the public with the opportunity to comment on issues or topics within the purview of the Board, and to ensure the orderly conduct of Board meetings.

The Public Comment Policy is as follows:

1. Public comments will be limited to the Public Comments portion of the meeting agenda, unless the Board Chairperson solicits comments during other portions of the meeting.
2. Public Comment Speakers must complete a Public Comment Registration Form (Attachment 1) no later than 5 minutes before the meeting begins. The form can be completed by:
 - a. Completion of the registration form in-person before the meeting and submittal of that completed form to the Executive Director or his/her designee, or
 - b. Advance completion of the form by sending registration information to an email address to be determined.
3. Written comments submitted prior to the meeting shall be considered in the same manner as oral comments.
4. The Board Chairperson will introduce registered Public Comment Speakers during the public comment portion of the meeting agenda, and will invite them to make comments. The Speaker shall state his/her name and address, and if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the Board Chairperson. All remarks should be addressed to the Board as a whole, not to individual Commissioners or to staff.
5. Each Public Comment Speaker has 3 minutes to present their comments.

6. Public Comment Speakers are limited to one speaking opportunity during each Board meeting.
7. The total time allocated to Public Comments during any one Board Meeting is 15 minutes. If requested by the Chairperson and approved by majority vote of the Board, the time allocation for individuals and/or the cumulative limit may be altered.
8. Courteous, respectful and civil behavior is expected from all speakers and all persons attending a Board meeting. Disruptive behavior that impedes the conduct of Board business is prohibited. Disruptive behavior includes but is not limited to personal attacks, unsubstantiated allegations at Commissioners, staff, or other residents or program participants, abusive, threatening or intemperate language, physical attacks or incitement to violence, and refusal to abide by the time limitations set forth in this policy.
9. The Board has discretion to restrict comments that are repetitive or redundant, and will restrict inappropriate comments.
10. All persons attending a Board meeting shall turn off or silence their cell phones while the meeting is in session.
11. During periods of a declared national, state, or local emergency, or in the interest of public health, safety, and welfare, this policy may be modified or limited to the extent authorized by applicable law.
12. The Board Chairperson has the discretion to withdraw a speaker's right to address the Board if any portion of this policy is violated.
13. Residents or program participants with specific property or program complaints or concerns will be referred to the appropriate staff person.

**Public Comment Registration Form
Cheyenne Housing Authority**

Members of the public will have an opportunity to address the Board of Commissioners on a topic of concern during the Public Comments portion of the meeting agenda.

The rules for public comment are:

1. Each speaker will have three minutes to speak.
2. Each speaker is expected to announce their name and place of residence.
3. No one may speak until recognized by the Board Chairperson.
4. All comments must be directed to the Board Chairperson.
5. Speakers must be respectful. Disruptive language or behavior is not acceptable.
6. The Board may choose not to respond to any statements or questions raised.
7. You may be asked to complete your comments if your remarks become redundant.

Speakers Name: _____

Speaker's Address: _____
