

The following can serve as a baseline for further board discussion and/or edits:

1. Agenda layout/noticing

- a. Noticing - the Board voted to follow the Utah Open Public Meetings Act.
 - A meeting must be scheduled and the agenda posted at least 24 hours in advance.
- b. The Board may consider setting a goal of noticing meetings the Friday before any scheduled meeting.
 - All associated paperwork should be made public along with the agenda at that time, giving the public adequate time for board members and the public to review and provide comment.
- c. The agenda shall follow the Board-approved agenda template
 - See Attachment A – draft template
 - Public Comment is the first section, so the Board may consider public feedback during the discussion

2. Processing Board Business

- a. The Chair/Vice Chair has final approval of items scheduled on the agenda.
- b. Once an item/issue is brought up, either at a Board meeting or outside of the meeting, it may be assigned to someone for follow-up, possibly by vote during a board meeting.
- c. Once the work is done, it will be scheduled for a briefing at an upcoming Board meeting.
- d. After that briefing/discussion (held during a typical public Board meeting), the item may be scheduled for a public hearing, then potential action (adopt/approve/etc.) at subsequent meetings.
 - The public hearing will precede Board action.
- e. If an urgent matter needs quick attention, the Board has the ability to schedule special meetings, assuming that noticing follows the Utah Open and Public Meetings Act standards for special meetings.

3. Public Hearings

- a. Should be at the start of the meeting, before any of the discussion items take place.
- b. Each member of the public wishing to provide comment should be given three minutes to speak.
- c. A Board member may request a point of personal privilege from the Chair to ask a question or make a brief remark; however, a Board member must wait until an individual's time is up. A Board member may not interrupt someone speaking during the public comment hearings.
- d. Public Hearings are generally not a time for back and forth between the board and a speaker. If follow up discussion or information is needed, a Board member can ask staff to follow up with the speaker.

4. Rules of Decorum

- a. The Board may wish to adopt rules of decorum to provide general guidance for meetings
 - See Attachment B – draft rules of decorum
- b. Key questions about this document include:
 - Number of minutes each member of the public has to address the Board
 - Should members of the public be allowed to combine their time so that one person may take more time?
 - Should an overall time limit be set for the general comment hearing, or should everyone who desires to speak be allowed, even if it takes more time?
 - Does the Board wish to establish guidelines for signs at public hearings?

Questions for Consideration

1. Number of minutes each member of the public has to address the Board?
 - Some Board Members have suggested three-minutes.
 - Salt Lake City has a two-minute time limit.
 - West Valley City has a five-minute time limit.
2. Should members of the public be allowed to combine their time so that one person may take more time?
3. Should a time limit be set for the general comment hearing, or should everyone who desires to speak be allowed, even if it takes more time?
 - Salt Lake City does not have a time limit for all public comments.
4. Does the Board wish to establish guidelines for signs at public hearings?
 - Allow or not allow signs?
 - Salt Lake City Policy includes the following language:

“Signs are permitted; however, please follow these guidelines so they don’t block the view of others: keep them at your feet or on your lap; sticks or dowels are not allowed; signs can be kept near the podium on the floor during your turn to speak.”

Draft for Board Consideration: Proposed Rules of Decorum and Public Hearing Policy

Inland Port Authority Board Meetings are a place for people to feel safe and comfortable while participating in the civic process. A respectful and safe environment allows meetings to be conducted in an orderly, efficient, effective, dignified fashion, free from distraction, intimidation, and threats to safety.

The public can address the Board about any matter they wish during the public comment section of a meeting. The Board may also hold public hearings, where the public is invited to speak about a specific topic the Board is currently considering.

To speak during either, you’ll be asked to follow these rules:

- Fill out a comment card.
- Your name will be called when it’s your turn to speak and you’ll have _____ minutes to share your thoughts.
- Upon recognition by the Chair or Board Member Chairing the meeting, the speaker shall approach the microphone, address the Chair and give their name and note whether they represent an organization.
- All public comment shall be directed to the Chair.
- No person addressing the Authority during the public comment period shall be allowed to comment more than once per comment period.
- There may be times when a Board Member may request a point of personal privilege from the Chair to ask a question or make a brief remark, but generally the public comment portion of the meeting is designed for constituents to speak and the Board to listen.

Each agenda published by the Authority shall contain a summary of the rules and policies for public comment.

In order to support a respectful meeting, items that disrupt the meeting, intimidate other participants or cause safety concerns are not allowed. For example:

- Jeering, cheering, clapping and waving signs may intimidate other speakers and cause a disruption.
- Generally, props and equipment are not allowed. If you have a prop or piece of equipment integral to a presentation, please clear its use with a staff member before entering the meeting room.
- If you have questions about proper placement of recording equipment or recording in general, please coordinate this with staff before the beginning of the meeting to help ensure that it does not disrupt the meeting or make other attendees feel uncomfortable.
- Staff may request changes to placement of recording equipment or other equipment to help facilitate the meeting.
- If you have written remarks, a document, or other items you may want the Board to review, do not approach the dais. Instead, please give them to staff and they will distribute them for you.
- Failure to follow these decorum rules may result in removal from the meeting.