

<b>PROCEDURES</b>	<b>GUIDELINES FOR PUBLIC COMMENT AT PUBLIC MEETINGS OF NTTA</b>	Effective Date	10/11/11
		Revision Date	11/9/22

<b>PURPOSE</b>	Under the Public Comment Policy, the North Texas Tollway Authority (NTTA) Board of Directors provides an opportunity for meeting attendees to address the Board at all public NTTA Board Meetings. To ensure fair and orderly meetings, NTTA has adopted these guidelines, which govern the conduct of meeting attendees.
<b>RESPONSIBILITIES</b>	<b>Board Secretary</b> – Provides speaker cards to the public prior to each public NTTA Board Meeting and delivers all completed speaker cards to the NTTA Chair.
<b>DEFINITIONS</b>	<p><b>“Board Secretary”</b> means the officer serving as secretary at an NTTA Board Meeting or such person’s designee, if any.</p> <p>References to <b>“NTTA Board Meetings”</b> will also apply to Board Committee meetings.</p> <p><b>“NTTA Chair”</b> means the presiding officer at an NTTA Board Meeting or such person’s designee, if any.</p>
<b>GUIDELINES</b>	<p><b>Conduct for Meeting Attendees</b></p> <ul style="list-style-type: none"> <li>• Meeting attendees are welcome at all public NTTA Board Meetings and will be admitted to the meeting room to the extent permitted by fire safety capacity and other legal or public health requirements.</li> <li>• Meeting attendees shall refrain from private conversations and interrupting Board members and speakers while the NTTA Board Meeting is in session.</li> <li>• Meeting attendees shall not bring food into the meeting room; non-alcoholic drinks are allowed in closed containers.</li> <li>• Unauthorized noises from the audience, such as hand clapping, cheering, whistling, yelling, stomping of feet, and other similar commentary, shall not be permitted in the meeting room.</li> <li>• No placards, commercial flags, banners, or signs will be permitted in the meeting room. Exhibits, displays, and visual aids pertaining to Board agenda items are permissible.</li> </ul>

### **Public Comment at NTTA Board Meetings**

- At all NTTA Board Meetings, a public comment section shall be included on the agenda. The Board shall hear speakers who have completed a speaker card and submitted it to the Board Secretary prior to the meeting.
- Board members may elect for any reason not to respond to a speaker's inquiry or statement.
- If a speaker makes a statement or inquires about a subject that is not on the meeting agenda, any Board response must be limited to:
  - (1) a statement of specific facts (without opinions or other commentary); or
  - (2) a recitation of existing policy.
- Any deliberation or decision by the Board related to the subject of the speaker's statement or inquiry must be limited to a proposal to place the subject on the agenda for a later meeting. No such deliberation or decision shall be required.

### **Speaker Registration**

- Individuals wishing to speak before the Board must register with the Board Secretary by completing a speaker card. Speaker cards are available (1) at the registration table outside the meeting room prior to the beginning of each meeting or (2) by visiting [Board Of Directors \(ntta.org\)](http://ntta.org).
- Completed speaker cards must be delivered to the Board Secretary:
  - (1) by email to [BoardSecretary@ntta.org](mailto:BoardSecretary@ntta.org) no later than 5 p.m. on the day prior to the scheduled meeting; or
  - (2) in person at the registration table outside the meeting room no later than 15 minutes prior to the posted start time of the meeting.
- The following information is required on all speaker cards:
  - Date of meeting the speaker plans to address the Board
  - Name
  - Address
  - Daytime telephone number
  - Subject matter of comments and related agenda item, if any
- Speakers must also indicate if they require technical support.

### **Speaker Guidelines**

	<ul style="list-style-type: none"><li>• One speaker may approach the microphone/podium at a time, and only that person will be allowed to speak. Substitutions or pooling of speakers is not permitted.</li><li>• All remarks and questions shall be addressed to the entire Board and not to any particular Board member or staff person.</li><li>• The NTTA Chair will designate whether a speaker registered to address the Board will speak during the public comment section of the posted agenda or during discussion of a specific agenda item prior to staff presentation(s) and the Board's action on that item.</li><li>• Speakers will be called in the order they submitted their 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.</li><li>• Each speaker will have up to three minutes to make his or her comments. A speaker who addresses the Board through a translator will have up to six minutes.</li><li>• A speaker may request to have his or her presentation and supporting materials provided to the Board. Speakers must provide 15 copies of any handouts to the Board Secretary at least 15 minutes before the NTTA Board 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 <a href="mailto:BoardSecretary@ntta.org">BoardSecretary@ntta.org</a> at least 24 hours prior to the meeting. Presentations should be PowerPoint slide shows, version 2007 or later. The speaker should be prepared to advance his or her slides during the NTTA Board Meeting using a provided pointer.</li></ul> <p><b>Removal of Disruptive Persons</b></p> <ul style="list-style-type: none"><li>• Any person making personal, impertinent, profane, or slanderous remarks or who becomes disruptive while attending an NTTA Board Meeting or addressing the Board will receive a warning from the NTTA Chair. If the person persists in disturbing the meeting, he or she may be asked to leave. If the person does not leave when asked to do so, the NTTA Chair may order removal of the person from the meeting. The person will be barred from attending the remainder of the Board Meeting.</li></ul>
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