

BROOK PARK NEW COMMUNITY AUTHORITY

Procedure & Expectations for Public Comments During Meetings

The Brook Park New Community Authority (the “BPNCA”) recognizes the importance of public comment that provides individuals a fair and reasonable opportunity to be heard that does not discriminate based on the identity or viewpoint of the speaker. During regular BPNCA meetings, the BPNCA welcomes comments on agenda items as well as items not on the agenda. The BPNCA typically does not take public comment at other meetings, such as committee meetings, but may do so depending on the topic(s) being discussed. The following rules apply to the provision of comments during BPNCA meetings:

1. Verbal comments must be limited to matters within the BPNCA’s authority to take action under its governing documents and state law.
2. All verbal public comments must be made in person, regardless of whether the speaker is commenting on agenda items or non-agenda items. Individuals with unique circumstances that prohibit them from attending in person can contact the Secretary of the BPNCA to discuss an accommodation.
3. Individuals wishing to make comments verbally during a BPNCA meeting must complete a speaker slip or send an email request to speak and submit it to the Secretary of the BPNCA in advance of the start of the meeting.
4. Verbal comments on agenda items must be relevant and focused on the agenda item topic, and the Board may in its discretion choose to offer specific agenda time for verbal comments.
5. Verbal comments from the public are limited to three (3) minutes each.
6. Speakers shall not use language that incites or directs imminent unlawful action, threatens violence, or is defamatory or obscene.
7. Speakers may not yield their time to other speakers and shall only address the topic(s) they noted on the speaker slip. Comments shall not be frivolous or repetitive.
8. Any live stream of an BPNCA meeting may be suspended during the public comments portion of the meeting dedicated to non-agenda items. Comments provided during this portion of the meeting will be summarized in the meeting minutes.
9. The BPNCA desires to conduct orderly, efficient, and productive meetings to ensure the business of the BPNCA is conducted and completed in a timely fashion. Disorderly conduct that disrupts the meeting is prohibited.

It is BPNCA’s usual practice to take the comments under advisement rather than responding to remarks during the meeting. Individuals can also provide comments to the BPNCA in written form via email.