



Northshore Utility District

Policy and Procedure: **ADMIN – 21**

PUBLIC PARTICIPATION IN DISTRICT AFFAIRS

BACKGROUND:

Commissioners and employees of the District interact with the public for various reasons. Depending on the issue, staff may not be able to address certain general concerns about the District's operations expressed by a member of the public. In those situations, it will be more appropriate to address the Board of Commissioners directly. A study was done on the public input procedures of other municipalities and propose as a "Policy and Procedure" on public participation and input.

PURPOSE AND SCOPE:

The purpose of this policy is to provide a procedure for participation in the affairs of the District by members of the public. It shall apply to all those who wish to express their views and provide feedback to the District about its operations.

DEFINITIONS:

POLICY:

The District shall encourage and enable the orderly participation in the District's affairs by members of the public. .

PROCEDURES:

- (a) District staff shall handle and manage the normal, day-to-day business between the District and the public (ratepayers, developers and other members of the public) involving that person's own property, business or affairs. Staff shall also respond to general and legally mandated information requests such as public record requests.
- (b) If any member of the public is not satisfied with the staff's response regarding their own property or wishes to express his/her view on matters not directly related to his/her own property, business or affairs, he/she may address the Board of Commissioners directly at a regularly scheduled Board meeting or in writing.

- (c) The Board may be addressed in writing, by phone or in person at one of the public meetings. Contact information for members of the Board is included on the District's website www.nud.net.
- (d) All written correspondence (including emails) received by the District and addressed to the Board of Commissioners shall be included in the next possible Board meeting packet for review by the Commissioners. Staff may include a proposed reply for consideration to be included in the meeting packet. The Board shall either approve the reply as proposed by staff or provide other directions to staff.
- (e) With the exception of executive sessions, all Board of Commissioners meetings are open to the public. "Public Comments" will be on the agenda for all regular Board meetings. This is the time in which a person may present an issue, raise a question or concern, or voice a complaint. Participant will:
 - (1) Sign up on the sign-in sheet prior to the Board meeting to speak. The speaker can also call ahead to reserve a spot on the agenda under "Public Comments." A speaker may not reserve a spot on the agenda more than two-week in advance.
 - (2) Each speaker will be limited to five minutes unless granted more time by the Board of Commissioners.
 - (3) The Board may limit the number of speakers who may comment on a specific subject.
 - (4) To participate at a Board of Commissioners meeting, the speaker will step forward when called from the sign-in sheet and, after receiving recognition from the Board President, state his/her name and address for the record. All remarks should be addressed to the Board as a group, not to any particular Commissioner or any member of the District staff or audience. The lectern, equipped with a timer, will be provided. When the remaining allotted time for the speaker reaches 30 seconds, a yellow light will flash. When the allotted time is up, a red light will flash and the Board President can ask the speaker to stop or finish that thought.
 - (5) Written material related to the subject of the comment can be given to the District's General Manager prior to the start of the meeting for copying and distribution to the Commissioners.
 - (6) Whenever a group wishes to address the Board on the same subject, the Board President can request that a spokesperson be chosen to speak for the group. Applause or other displays of approval or disapproval are inappropriate and may cause the Board to discontinue the Public Comment portion of the agenda for that meeting.
 - (7) To allow time for research and consideration, the Board may not provide a response to any comment, question or request at the same meeting. Response, if any, will be communicated to the speaker in writing after the meeting by an assigned staff member.
- (f) The meeting minutes shall include the subject of the public comment and identify the speaker(s). The District does not retain detailed transcripts of public comments.


DOCUMENTS REQUIRED:

EXHIBIT "A" "Speaker Sign-in Sheet

QUESTIONS AND ANSWERS:

AUTHORIZATION:

Approved by the Board of Commissioners on 1-6-14



Bruce Gardiner
President, Board of Commissioners
Date Signed: 1-9-14



Fanny Yee
General Manager
Date Signed: 1-9-14



Northshore Utility District

Guest Register/Speaker Sign-in

Meeting Date _____

Name: _____ Phone: _____

Email Address: _____

Address: _____

Business: _____

Name: _____ Phone: _____

Email Address: _____

Address: _____

Business: _____

Name: _____ Phone: _____

Email Address: _____

Address: _____

Business: _____

Name: _____ Phone: _____

Email Address: _____

Address: _____

Business: _____

Name: _____ Phone: _____

Email Address: _____

Address: _____

Business: _____

Name: _____ Phone: _____

Email Address: _____

Address: _____

Business: _____

****Public Comments Are Limited to 5 Minutes Per Audience Member****

Accountable Management – Responsible Usage