

Public Comment Procedures

Budget and Finance Committee Meeting

Pursuant to California Government Code, Section 54954.3(b), and Administrative Code, Section 67.15(c), the legislative body of a local agency may adopt reasonable regulations to ensure that the intent of public testimony is provided, including, but not limited to, uniformity of time limits and special provisions for individuals requiring special accommodation.

The Chair of the Budget and Finance Committee has scheduled the public comment period on June 19, 2017, as the opportunity to hear public testimony for and against proposed legislation pending before the Budget and Finance Committee for all items associated with the Proposed Annual Appropriation and Annual Salary Ordinances for FY's ending June 30, 2018, and June 30, 2019.

1. **CHAMBER SEATING AND LINE ORGANIZATION:** The Budget Chair intends on prioritizing public speakers who may require special accommodation, such as **persons with a disability, the elderly, infirm, or persons with young children (under age 5).**

To assist the Sheriff Deputies in prioritizing those speakers, two lines will be formed outside the Chamber, one of which will be for members of the public who require special accommodation, the other, for general members of the public who wish to speak.

Access to the Chamber will be 10 minutes prior to the meeting start time.

- Board procedures prohibit saving of seats, or standing in the Chamber.
 - The Clerk of the Board staff will escort the public to their seats 10-20 at a time, starting with those in the special accommodation's line, and in the following order:
 - Benches will be filled in row by row, starting with the benches closest to the windows;
 - Then benches closest to the doors, then the elevated section at the back of the Chamber;
 - Note, persons attending those in wheelchairs will be seated in the two benches adjacent to designated wheelchair spaces (last row on window side, first row on door side).
2. **PUBLIC COMMENT PROCEDURE:** Speakers will not be called by speaker card. Those who wish to fill out a speaker card may do so to ensure their name is spelled correctly for the recording of the minutes, and shall deposit their card in one of the collection boxes.
 - Staff will escort those wishing to speak, row by row to be lined up on the aisle next to the windows in the following order:

- Benches by the windows;
 - Benches by the doors;
 - Benches in the elevated area at the back of Chamber.
 - Individuals requiring interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit. Please note that both microphones are operable and can be used for interpretation.
 - **After providing public comment, speakers will be required to leave the Chamber.**
 - Note, individuals who do not wish to speak may stay in their seats;
 - Note, once individuals have left the Chamber they may sit in the South Light Court overflow area to continue watching the proceedings.
 - Vacant seats will be filled on a first come serve order with preference given to the special accommodations' line first.
3. **GROUP PRESENTATIONS:** Only one person is allowed at the podium at any given time, unless someone is speaking on behalf of an entire group.
- Group Process:
- Groups are required to stay together in the lines.
 - If you are in a group, you have signaled that you do not intend to speak, and the designated person is speaking on behalf of the entire group.
 - When the designated person's two minutes are over, the entire group leaves the Chamber.
 - If you prefer to speak, you should not join the group, and stay in the queue to speak individually.
4. **Re-Entry to the Chamber:** If anyone requests to leave the Chamber for any reason and has not yet had an opportunity to speak and wishes to return, they must inform the Deputy Sheriff and get a Re-Entry Stamp. No re-entry will be allowed without a re-entry stamp.