

# THE WOODLANDS

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## CONVENTION & VISITORS BUREAU

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### *Guidelines for Participating in Public Meetings*

#### **PLEASE READ**

Participation by members of the public in open meetings of the Board of Directors is welcomed and encouraged, subject to the following guidelines:

- Each person wishing to address the Board must first sign the Speaker's Roster provided by the Board Secretary.
- Individuals who wish to make general announcements or who wish to address specific agenda items must do so under the "public comments" agenda item and will be limited to a total of three (3) minutes.
- If a group of individuals wish to address the Board on the same topic, the group must designate not more than two (2) spokespersons, each of whom will be limited to three (3) minutes.
- If more than two individuals not in a group wish to address the Board on the same topic, the Chairman of the Board will select the speakers, and each individual speaker will be limited to three (3) minutes.
- The total time for public comment will be limited to 15 minutes.
- State Law prohibits the Board from formally acting on a specific item or public comment unless it appears on the posted agenda. Therefore, any Board discussion of items not included on the posted agenda is limited to questions for clarification and whether or not the item should be placed on a future Board agenda.
- Speaker participation or debate on individual agenda items arising after the "public comment" session is not permitted unless questions are asked of individuals in the audience by members of the Board of Directors.
- Speakers should present all comments in a brief, courteous and respectful manner.

***Policies regarding Board Meetings have been developed to produce the most efficient and effective process for allowing constituents to address the Board. Thank you for attending this meeting. Your participation is always appreciated.***