

Public Comment at SWAN Meetings Policy

1. Time allocation for public comment

- a. The time set aside at SWAN meetings for public comment shall usually be at the beginning of the meeting within the "Introduction of Visitors" section and shall generally not last more than 15 minutes.
- b. Each person is allowed five minutes. Comments should be brief, relevant, and to the point.

2. Procedure at meeting

- a. The period for public comment will be announced by the Council President or designated representative
- b. The commenter will rise and state name and affiliation so that it can easily be added into the meeting notes
- c. If speaking on behalf of a group, the commenter shall provide documentation
- d. An immediate response from Council is not required
- e. The recorder of minutes shall note in the minutes the names of the parties appearing and the substance of their comments.

THE AGENDA

Council shall not take action upon any matter not listed upon the official agenda, unless a majority of the Council shall have first consented.

"COUNCIL RESERVES THE RIGHT TO WAIVE THESE PROCEDURES WHEN NECESSARY TO CONDUCT COUNCIL MEETINGS EFFICIENTLY AND EFFECTIVELY."