

## **Making Public Comment at a Board meeting of the Resource Conservation District of Greater San Diego County**

Members of the public may comment on items on the meeting agenda or topics not included on the agenda.

- Public Comment on agenda items: comments are heard before each item.
- Public Comment on non-agenda items: this happens during the scheduled portion at the beginning of the meeting.
- If there are multiple speakers wishing to make public comment, both in person and virtually, they will be heard in the order they were received. In person comments will be heard first, followed by call-in comments.
- Comments submitted in writing in advance of a meeting will be included in the Board meeting packet and kept for the record.

### **Rules of speaking**

- Public Comment is limited to 3 minutes per person. Comment time limits may be modified at the discretion of the Board President.
- You may speak only once per item.
- The Board will hear your comment but will not engage in dialogue or discussion. The Board may, at its discretion, respond to public comment on agenda items.

### **Making Public Comment in Person**

1. If you want to speak at the meeting, you need to fill out a Request to Speak form. These forms are available at each meeting.
2. You need to submit the form to the Clerk of the Board before public comment on the agenda item begins. You can only submit a form for yourself to speak. You cannot submit a form for someone else.
3. The Clerk of the Board will call your name when it is your turn to speak. You will have three minutes. You cannot give your time to someone else.
4. If you would like to submit your request to speak ahead of the meeting, please fill out a Request to Speak form located at [www.rcdsandiego.org/board-meetings](http://www.rcdsandiego.org/board-meetings) and select 'in person'.

You can also use your Request to Speak form to write your comments and not speak. Your written comments will be read out at the time of the agenda item, as long as your comments are legible and do not include profanity or offensive language.

## **Virtual participation**

Members of the public may also comment on agenda or non-agenda items via the Zoom link provided on the agenda.

1. If you want to speak, you will need to fill out a Request to Speak form located at [www.rcdsandiego.org/board-meetings](http://www.rcdsandiego.org/board-meetings) and select 'virtually'.
2. The form must be submitted prior to item you wish to provide comment on.
3. When it is your turn to speak, the Clerk of the Board will call your name, at which point you can unmute yourself and speak.

## **Submit written comment**

1. Public comment may be sent in writing (via email is acceptable) in advance for inclusion in the Board packet. Comment will be kept for the record but not read out at the meeting. You do not need to use a Request to Speak form for this purpose.
2. If submitting comment in writing ahead of the meeting, it must be sent prior to the commencement of either a special meeting or a regular meeting so that it can be included in the meeting packet. Comment can be sent to the Clerk of the Board, [info@rcdsandiego.org](mailto:info@rcdsandiego.org).