

## **GUIDE TO PUBLIC PARTICIPATION AT AATA LAC MEETINGS**

Welcome to the AATA's Local Advisory Council meeting. We hope the following information will help you understand the rules for public participation and comments during these meetings.

The LAC Executive Committee appreciates and encourages your participation and offers these rules of procedure and conduct to ensure that everyone has an equal opportunity to speak in a civil and respectful environment.

### **Speaking at LAC Meetings**

All LAC meetings follow the order of business presented in the agenda. The agenda is available in AATA's lobby the day of the scheduled meeting.

Participants may speak publicly during "Public Comment Time" as designated on the meeting agenda or during Public Hearings intended to focus on specific issues at hand. As a reminder, all participant comments should be framed to provide a point of view, gain valuable information, or express a concern.

### **Sign In Sheet**

Participants wishing to address the LAC are encouraged to sign in before the start of Public Comment Time. A sign in sheet will be located at the entrance of the Board Room. Please print and sign your name to ensure correct spelling in the minutes. If you require assistance please ask. Using the sign in sheet to establish priority, the LAC Chair will call upon you to speak.

Please wait to be called on and acknowledged by the LAC Chair before you speak. Direct your comments to the LAC Executive Committee members. Begin by stating your name. (You may also state your address for the record if desired.)

### **Public Participation**

With regard to public participation, attendees are urged, but not required (unless specifically directed by the LAC Executive Committee) to present requests or complaints in writing to AATA's Administration or the LAC before meetings, along with indications of desire to address the LAC.

**1) Acceptable Conduct:**

- a) Speakers shall not share, loan or borrow time.
- b) Comments from speakers must be civil and respectful. Comments on physical appearance or character not related to job performance will not be tolerated.
  - i) Infractions will result in the loss of remaining time, by order of the Chair, after one warning.
  - ii) Additional warnings or behaviors which seriously disrupt the flow of the meeting may be grounds for removal from that meeting including the loss of LAC Membership.
- c) Members of the audience are expected to respect the views of others and not interrupt or harass speakers. Persons not following this rule may be expelled from the meeting by order of the Chair after one warning.

**2) Public Comment Time: Public Comment time shall be set prior to and after Business Items on the agenda.**

- a) In order to designate priority in speaking, attendees shall sign up in person prior to the start of Public Comment Time.
- b) Each speaker may speak no more than five minutes. Speaking times may be changed to accommodate the number of speakers in the allotted time frame.
- c) A maximum of 30 minutes total will be allowed for public comment time, no more than 15 minutes per public comment time period.
- d) Following signed-in speakers, others who wish to speak may be recognized by a show of hands.
- e) Comments made during Public Comment time prior to Business Items shall be directly related to the topics listed in Business Items on the agenda. Upon request, however, the Chair may elect to allow comments on any topic.
- f) Comments made during Public Comment time after New Business shall be of any concern to the speaker.

Direct your comments to the LAC Chair and Executive Committee. State your comments or concerns. It is generally not the practice of the LAC Executive Committee to respond directly to questions during Public Comment Time of the meeting. However, the LAC Executive Committee may call upon the AATA Liaison and/or an A-Ride subcontracted provider to respond.

### **New Business**

New Business is designated to discuss specific topics or presentations as noted on the agenda by LAC Executive Committee Members and or guest speakers. All speakers are expected to refrain from personal attacks on Council Members, AATA staff or other members of the audience.

### **Communicating with LAC Executive Members**

If you have a concern or issue that you would like to discuss for longer than 5 minutes, you are encouraged to contact the LAC Executive Committee directly. You may contact the LAC Executive Committee Members in the following ways:

- **Mail (to):**

**AATA LAC  
2700 S. Industrial Hwy.  
Ann Arbor Mi. 48104**

- **E-mail (by way of AATA's LAC Liaison at):**

**[Bclouse@theride.org](mailto:Bclouse@theride.org)**