

**JEFFERSON METROPOLITAN HOUSING AUTHORITY
PUBLIC PARTICIPATION RULES FOR BOARD OF COMMISSIONERS MEETINGS**

Public participation at the meetings of the Board of Commissioners (“Board”) of Jefferson Metropolitan Housing Authority (JMHA) is intended to provide residents and other interested persons with the opportunity to comment on issues or topics that are within the purview of the Board.

Public participation shall occur in accordance with the procedures set forth below:

1. The public has the right and is invited to attend meetings of the Board, however, no individual or group has the right to enter into deliberations of the Board.
 - Unless input is solicited by the Board, communications by members of the public will be limited to the portion of the meeting designated on the agenda as the time for “Public Participation.” Speakers are limited to one opportunity to address the Board per meeting.
2. Speakers must register on the sign-in sheet prior to the start of the Board meeting.
3. Speakers will appear individually and will be afforded attention and respect. When called upon, the person shall come to the designated speaker area; state his/her name and address; and, if speaking for an organization or other group, identify the group represented. Groups must select a maximum of two representatives to speak on their behalf. No person may speak without first being recognized by the Chairperson. All remarks should be addressed to the Board as a whole, not to individual Commissioners or staff.
4. Each speaker has two (2) minutes to speak and will be advised by the time-keeper when 30 seconds remain. Speakers are not allowed to cede their time to any other person. Each speaker desiring to address the Board must complete a public comment registration form and register on the sign-in sheet for the Board meeting.
 - There shall be a cumulative limit of fifteen (15) minutes available for public comment. If requested by the Chairperson and approved by a majority vote of the Board, the time allocation for individuals and/or the cumulative limit may be altered based upon the number of persons registered to speak.
 - The Board has the discretion to restrict comments that are repetitive or redundant.
 - The Board will restrict comments that are inappropriate.
5. Courteous, respectful and civil behavior is expected from all speakers and all persons attending a Board meeting. Personal attacks, abusive or intemperate language and unsubstantiated allegations leveled at Commissioners, staff, property managers, or residents are prohibited. Individuals who are disruptive may be given a warning and will, if necessary, be removed from the meeting. If any individual is removed from a meeting as a result of disruptive behavior, then the individual may forfeit his or her right of re-entry to future Board meetings.

6. Written comments and/or literature will be accepted at Board meetings from a) registered speakers, including speakers who are unable to complete their comments in the allotted time, and b) individuals who wish to speak but are unable to address the Board. As is the case with respect to oral communications, written materials will not be accepted if they are outside the purview of the Board; contain personal attacks, abusive or intemperate language or unsubstantiated allegations; or relate to current or prospective bids.
7. All persons attending a Board meeting shall turn off or silence their cell phones while the meeting is in session.
8. Current or prospective vendors wishing to present product or services for purchase should not use the public participation portion of a Board meeting for this purpose. Vendors will, as appropriate, be referred to staff.
9. Residents with specific property complaints or concerns will be referred to the appropriate JMHA staff person or property manager.
10. Responses to general questions or complaints having JMHA-wide applicability will be provided at the next regularly scheduled Board meeting.

The Board Chairperson will have the discretion to withdraw a speaker's opportunity to address the Board if any of the above rules are violated.



PUBLIC COMMENT REGISTRATION FORM FOR JMHA BOARD MEETINGS

Instructions: All fields must be filled in. Only fields marked with an asterisk (*) are optional. Optional fields may make it easier for us to contact you. After completion, please return this form to the Executive Director before 4:00 p.m. the Monday before the Board Meeting by faxing to (740) 314-5002 or sending to:

Jefferson Metropolitan Housing Authority
Executive Director
815 N. 6th Ave.
Steubenville, OH 43952

Speaker Information

Date of Meeting: _____

Name (Printed): _____

Title*: _____

Address: Street: _____

Unit: _____

City: _____

State: _____ Zip Code: _____

Phone Number*: _____

Email Address*: _____

Group/Organization Affiliation (If any): _____

JMHA topic/business you wish to address: _____

Please Note: According to JMHA's Public Participation Rules for Board Meetings, public participation at the monthly JMHA Board Meeting is intended to provide residents and other interested persons with the opportunity to comment on issues or topics that are within the purview of the Board. Public participation shall occur as set forth in the Board Meeting Agenda and as set forth herein. Speakers must register on the sign-in sheet before the start of the meeting.

Failure to return this registration form by the appropriate date and time and failure to sign-in before the start of the meeting will result in forfeiture of the opportunity to address the Board.