

MATBUS Coordination Committee Public Comment Policy

The MATBUS Coordination Committee welcomes and values public input during its meetings. This policy establishes the procedures for public comment to ensure that all individuals have a fair opportunity to be heard while maintaining an orderly and efficient meeting environment.

1. Public Comment Opportunity

A public comment opportunity shall be included on the agenda at all regular meetings of the MATBUS Coordination Committee. The public comment opportunity will generally follow approval of the agenda and minutes of the previous meeting.

2. Registration Requirements

To provide comments during the public comment opportunity, individuals are asked to provide the following:

- a. Name;
- b. Contact information (email or phone number); and
- c. The MATBUS Coordination Committee agenda item (from the current or previous meeting) the individual intends to address, or another MATBUS or transit-related matter.

Individuals who do not provide all requested information may still be permitted to speak at the discretion of the Chair.

3. Registration Methods

Speakers may register using any of the following methods:

- a. Submitting the comment form included with the MATBUS Coordination Committee meeting packet;
- b. Completing the comment form available on Metro COG's website;
- c. Contacting Metro COG in advance by phone; or
- d. Completing a request-to-speak form in person on the day of the meeting.

Speakers may provide comments in person or remotely via a virtual meeting link.

Individuals wishing to comment remotely must complete registration by 8:00 AM on the day of the meeting.

4. Time Limit for Comments

Each speaker will be allotted three minutes to provide comments. The Chair will notify speakers when their time has expired, and speakers must promptly conclude their remarks.

5. Committee Response and Limitations

No action will be taken by the MATBUS Coordination Committee during the public comment period. Committee members will not engage in discussion or debate with speakers during this time.

6. Speaker Participation Guidelines

Speakers are expected to adhere to the following guidelines:

- a. Only one individual may speak at a time;
- b. Speakers may not yield their time to another individual;
- c. Presentations (including PowerPoints, slideshows, or videos) are not permitted without prior approval from the Chair;
- d. Any printed materials submitted to the Committee will be entered into the public record as correspondence; and
- e. Comments must address the agenda item or issue identified during registration. Public comment may not be used to make complaints or statements about individual Committee members or MATBUS staff.

7. Prohibited Comments

Comments may not:

- a. Be defamatory, abusive, harassing, or otherwise unlawful;
- b. Include information that is exempt or confidential under North Dakota or Minnesota open records laws; or
- c. Disrupt or interfere with the orderly conduct of the meeting.

8. Written Comments

Individuals who are unable or prefer not to speak may submit written comments prior to the meeting. Written comments must:

- a. Include the individual's name and contact information; and
- b. Be relevant to an agenda item from the current or previous meeting, or another MATBUS or transit-related matter.

Distribution of written comments:

- a. Comments received at least 24 hours prior to the meeting will be distributed to Committee members in advance;
- b. Comments received less than 24 hours prior to the meeting will be distributed following the meeting.

All written comments will be entered into the public record as correspondence.

9. ADA Accommodations

The MATBUS Coordination Committee will provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals wishing to participate in the public comment period. Individuals requiring accommodations should notify Metro COG in advance of the meeting.