



PUBLIC PARTICIPATION AT COMMISSION MEETINGS

1.0 PURPOSE AND SCOPE

The purpose of this policy is to provide the public attending a meeting of the Board of Commissioners (the Commission) of Public Utility District No. 1 of Franklin County (the District) the opportunity to express an opinion or bring items to the attention of the Commission.

The District's Commissioners are elected by the public to make policies and provide general direction to the District. All public meetings of the Commission and the District are governed by the Washington Open Public Meetings Act (the Act, RCW 42.30) and are open to the general public.

While the Act provides the public the right to attend Commission meetings, the Act does not require that public attending such meetings be allowed to participate and speak; rather, it is at the discretion of the Commission that public attending may participate.

2.0 DEFINITIONS

Act: Chapter 42.30 of the Revised Code of Washington, Open Public Meetings Act.

Board of Commissioners: The elected governing body of the District.

Commission Meetings: Meetings of the District's Board of Commissioners set in accordance with the District's Organizational Statement.

3.0 IMPLEMENTATION

The Commission recognizes the public's interest in many of the topics considered at their meetings, welcome public comments, and has approved the following guidelines to facilitate public participation while still permitting the timely consideration of all Commission and District business. All public attending the meetings are requested to adhere to them.

3.1 Public Responsibilities:

- Notice of Intent to Speak: Public wishing to speak during the "public comment" portion of the meeting, should indicate they would like to speak by filling out the meeting sign in sheet, if provided, or wait until the Commission President asks for public comment.

Public in attendance listening to the proceedings that later determines they would like to address the Commission should make their desire known by raising their hand.

- Information from Speaker: As per the Act, members of the public are **not required** to sign in to attend the Commission meetings. However, providing a name, address and name of organization, if representing one, allows the Commission or other staff of the District to provide the speaker with

follow-up information or a response to questions posed to the Commission. Sign in information provided by the speaker will be included in the meeting minutes which are a public record.

- Duration/Timing of Comments: Comments will normally be limited to (3) three minutes. The Commission President may reduce the comment period to two (2) minutes or as appropriate, when there is more than three (3) persons wishing to speak. When possible, public comments will be scheduled so that speakers need not be present for an entire meeting.
 - Public with lengthy messages are invited to summarize their comments and/or submit written information for consideration to the Commission. Written comments may be sent to P.O. Box 2407, Pasco, WA, 99302, or delivered in person at 1411 W. Clark Street, Pasco, WA or by email to generalmanager@franklinpud.com.
- Procedure – Speaker: The speaker should address the Commission as a group, and not direct remarks to any individual Commissioner, or staff member. No other speakers will be recognized by the Commission President while the present speaker has the floor. At the conclusion of the speaker’s comments, the Commission may or may not respond. In the interest of clarity, the Commission may comment or ask questions of those present.
- Expected Demeanor: All persons taking part in Commission Meetings are expected to be courteous, reasonable, and businesslike.

3.2 Commission Responsibilities:

- Duration/Timing of Comments: To ensure time is available for each speaker the Commission President will ensure the length of time for public comment is adhered to and will determine when public comments will be accepted.
- Commission Response: The Commission President is responsible for determining the appropriate response(s) to each issue raised during a public comment period. When appropriate and upon Commission concurrence, the Commission may refer an item identified during the public comments to the General Manager or other District staff for further action.
- Disorderly Conduct: If public comments compromise the ability of the Commission to conduct District business or a speaker displays disorderly conduct, the Commission President may act to restore this ability by calling for a recess, adjourning the meeting until a later time, temporarily limiting public comments or expelling the speaker.

4.0 PREREQUISITES/LIMITATIONS/CAUTIONS

If the Commission determines an issue is of sufficient public interest to warrant a special, single-issue meeting, the Commission may arrange such a meeting at a later date. Notice of such special meetings will be provided as per requirements of the Act.



Policy No: GM-56
Revision No: 0
Effective Date: 10/25/16

Public attending that require an accommodation due to a disability should request an accommodation by contacting the District by:

- E-mail at generalmanager@franklinpud.com or phone at (509) 546-5947.

The District will make every effort to reasonably accommodate the identified needs.

As approved by the Board of Commissioners at the October 25, 2016 Commission meeting.

Approved by:  Date: 
Tim Nies, General Manager

Revision History:
Issued: 10/25/16