



Open Space and Trails Advisory Committee (OSTAC)

PUBLIC MEETING PROCESS AND NORMS

OSTAC Meetings generally follow the following format:

- I. Call to Order by the Committee Chair
 - a. Public attendees are invited to make comments that are not already on the evening's Agenda at this time. Copies of the Agenda are available for you at this welcome table.
- II. Presentation of Agenda Topic
 - a. After each topic is presented by staff, the Chair will invite public attendees to make comments related to the Agenda item.
 - b. OSTAC members ask questions and make comments.
 - c. The Chair will summarize the comments/conclusion(s) of the committee.
 - d. OSTAC members motion to vote on the topic, if applicable.
- III. The next topic is addressed until the meeting is complete.

When attending our meetings, please follow these guidelines:

- Once OSTAC members have served themselves dinner, please help yourself to food.
- Do not interrupt other speakers, committee members, or staff. Please listen to others and give them the courtesy of your full attention.
- Leave all signs outside of the meeting place.
- Our expectations for making public comments are as follows:
 - All public comments are limited to 3 minutes per speaker.
 - A timer will be displayed at the front of the room for consistency.
 - The Chair may ask speakers to stand down when their time is up.
 - Speakers may either come to the front of the room, or stand by their chair.
 - Please begin your comments by stating your full name and residence.
 - Speak loud enough so that everyone can hear your comments.
 - Present comments in a respectful and concise manner.
 - If you agree with a previous speaker, please note this quickly and avoid repeating the same comment so that others will have time to make their comments and the meeting progresses in a timely manner.
 - The public comment period will be limited to a total of 30 minutes to allow other Agenda items to be addressed. The Chair has the option to adjust this process to address the number of people at the meeting who wish to speak, or other factors that are unique to the particular topic to ensure an effective public process.
 - Staff members may respond to public comments or questions, but ongoing dialogue is discouraged.
- Please record your contact information in our sign-up sheet if you would like to receive regular Open Space and Trails email updates via B in the Loop.

Thank You for Taking Your Time to Attend the Meeting!