

# Public Water Supply District #3 of Johnson County

## Policy and Procedures

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**Policy / Procedure number:** 2006-001

**Subject:** Audience / Visitor participation in Board Meetings

**Approval Date:** August 29<sup>th</sup>, 2006

**Revision Date:** n/a

### **POLICY:**

It shall be the policy to allow and encourage public communications and/or attendance of its scheduled open meetings.

To promote efficiency and prompt movement at all times of the meetings. It shall also be a standing policy to govern the time, subject and placement upon the agenda of all visitors in attendance of any open meeting.

Visitors participation shall be allowed during the communication portion with a time limit not to exceed five (5) minutes for questions and responses per individual.

It shall also be the district policy to review individual requests as to validity of need regarding agenda line items.

### **PROCEDURE:**

After the Chair opens the public meeting and routine business is conducted and at which time the meeting progresses to the communication portion of the agenda, the Chair shall recognize the visitors present.

As courteous as possible the Chair shall instruct visitors that participation is welcome and each willing participant shall understand that to conduct the order of business efficiently each desiring to speak shall have up to five (5) minutes, at the conclusion of this time the Chair shall notify the participant in a courteous manner that their time has expired.

If a visitor becomes loud, accusatory or rambles on after their time has expired, or in any way hampers the smooth transition of normal business, the Chair shall promptly ask the individual to cease their participation and again notify them their time has expired. If they continue to refuse or interrupt after their five (5) minute period, the Chair shall ask them to "Please leave the meeting immediately". Upon refusal to do so, the Chair shall instruct a designated individual to courteously escort the individual from the meeting. From time to time and under certain circumstances individuals or spokesman for groups of individuals will need extended periods of participation during the communications section of the agenda. The district wishes to accommodate those requests and will be allowed or disallowed per each request.

All public requests for placement upon the agenda for a given particular open meeting date shall be considered and allowed under most circumstances. Based upon the context of the request this may be allowed by individual agenda item.

Immediately upon this request, information shall be gathered by the Office Manager and upon consultation with the General Manager a collective decision will be made as to urgency and need. Upon the decision to place an individual line item on the agenda, it is to be placed above public communication. Information shall be forwarded to each Board Member prior to requested meeting, giving each the time to assemble information regarding the issue at hand.

All efforts shall be made by the General Manager and staff of the district to satisfy requests immediately upon notification from district residents.

This in no way is to restrict public communications at open meeting, but merely solve the issue immediately and prevent mis-communications and unrest with the district.

The guest must be placed on the agenda by submitting a written request to the Office at least five (5) business days prior to the meeting. This can be accomplished by a letter containing:

- Name
- Address
- Phone
- Detailed topic to be discussed
- Current customer Yes or No

Persons not on the agenda will be recognized only at the discretion of the Board.

The Board reserves the right to limit discussion by multiple persons addressing the same topic.

All procedures regarding this policy shall reflect the direction and laws established by Roberts Rules of Order and The Missouri Sunshine Law. The Board of Directors shall not be restricted from emergency meetins and conducting business necessary to sustain the integrity of the district and produce quality water in required quantities.

**FINAL APPROVAL**  
**BOARD OF DIRECTORS**

By: Jerry Schell  
President

Date: Sept 12, 2006

By: John Moray Cate  
Director

Date: Sept. 12, 2006

By: Larry Wuegh  
Director

Date: 9/12/06

By: Geoff Browne  
Vice-President

Date: Sept. 12, 2006

By: Alan Fox  
Director

Date: Sept 12, 2006