SANGAMON MASS TRANSIT DISTRICT



Public Comment Form

Name: _____

Address: _____

Topic Addressing: _____

☐ **I have read and agree to the terms of the SMTD Public Comment Policy**
(required in order to speak in Open Session)

SANGAMON MASS TRANSIT DISTRICT

SMTD Public Comment Policy

From SMTD Bylaws - Article VI, Section 5*: Members of the public have a right to speak at all Springfield Mass Transit District board meetings. At each regular and special open meeting, the members of the public may comment on or ask questions of the committee or board, subject to reasonable constraints. Members of the public may only speak during their allotted speaking time or if asked a question by a member of the committee or board... **Each person who wishes to speak may be limited to no more than five (5) minutes** unless the presiding officer reduces the allotted time if numerous people wish to speak.*

*Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and speakers will be called to speak in the order of the list. **A request to speak must contain, the person's name and address, the name of the group they represent if any and the subject of their comments**... Each speaker must maintain civility and cannot disrupt an orderly meeting by using obscene or threatening language or gestures.*

*Individuals are expected to identify themselves by full name and address and be brief. **Public comments must pertain to an item on the agenda or to an issue that is relevant to the committee or the board's work.** The chair retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the committee or board*. The chair may deny the opportunity to speak to a person who has previously addressed the committee or board, if that person is speaking on the same subject that he/she addressed within the past two months. The chair retains the right to stop or remove any speaker who uses profanity, makes threats or is otherwise abusive or disruptive.*

***Members of the public may distribute written materials, including copies of their comments, to the members of the committee or board.** Members of the public may not bring in signs, banners, or other display materials. Any person shall be permitted to address the public body or any member of the public body at any time via mail or email.*

The committee or board reserves the right to override the above rules in case of emergency or other unforeseen circumstances.

***Personnel matters involving specific employees and their names or titles are not appropriate topics for an open meeting. Such items would need to be discussed in a closed session arranged by staff or the Chairman of the Board of Trustees or their designee. Any attempt to discuss such issues in the open meeting would be grounds for the Chairperson to end the discussion and move on to the next speaker or move on to the next item on the agenda.**