

**THE PRESIDIO TRUST
BOARD OF DIRECTORS**

**RESOLUTION 98-16
PUBLIC OUTREACH POLICY**

WHEREAS, Title I of P.L. 104-333 directs the Presidio Trust to establish procedures for providing public information and opportunities for public comment regarding policy, planning, and design issues; and

WHEREAS, the Presidio Trust recognizes that there is strong public interest in the Presidio and would like public input on certain key issues for its decision-making process; and

WHEREAS, on July 9, 1997, the Presidio Trust Board of Directors adopted a policy regarding Opportunities for Public Comment; and

WHEREAS, the Board of Directors desires to append additional public outreach policies and procedures to the July 9, 1997 policy;

NOW, THEREFORE, BE IT RESOLVED, that the Presidio Trust Board of Directors encourages members of the general public to make their views known to the Trust and will provide opportunities for public comment in the following manner:

1. **Write or call the Presidio Trust**

Members of the public may write the Presidio Trust at: Presidio Trust, P.O. Box 29052, San Francisco, California 94129-0052, or call the Presidio Trust at 415/561-5300, or at the Trust's current and publicly available address and telephone number.

2. **Public Meetings of the Presidio Trust Board of Directors**

a. **Minimum Number.**

Consistent with P.L. 104-333, the Board of Directors will convene at least two public meetings each year.

b. **Notice.**

Public meetings will be announced in advance in local newspapers of general circulation and will be published in the Federal Register at least 15 days prior to a meeting. In addition, meeting notices will be posted at least fifteen days prior to a meeting at the Presidio Trust office. Meeting notices shall contain the time, place, and agenda for the meeting, and a contact name and number at the Presidio Trust.

c. **Opportunities for Public Comment.**

The public will have an opportunity to comment at public meetings. A public meeting agenda will include a comment period. Each person wishing to comment must

sign up to comment prior to the beginning of the meeting and be called upon by the Chairperson. The Chairperson may limit the total time for comment in order to address all items on a meeting agenda. At the Chairperson's discretion, public comment may be heard after presentation of an action item and prior to Board discussion and action. The Trust shall not place any conditions on public attendance, except if there are safety or security considerations, nor shall it require that individuals provide the Board with information about themselves. The Board may request that this information be provided on a voluntary basis.

d. **Public Meeting Agenda.**

At a public meeting, the Board of Directors may not take action on items that are not on the public meeting agenda.

3. **Public Meetings of Committees of the Presidio Trust Board of Directors**

Committees of the Board of Directors may convene meetings for the purpose of providing for the public discussion of issues falling under their jurisdiction.

4. **Public comment through the Golden Gate National Recreation Area Advisory Commission**

From time to time, the Board of Directors will invite the Golden Gate National Recreation Area Advisory Commission to provide opportunities for public comment on key Presidio land use issues where there is a significant public interest. Such invitation shall be extended to the Chairperson of the Commission by the Chairperson of the Board, acting at the behest of the Board of Directors, and shall coincide to the extent possible with the Commission's regular schedule of public meetings.

5. **Meeting Records**

a. As required by 5 U.S.C. Section 552, the Freedom of Information Act, the Board of Directors will make public a record of the final votes of each member in every Trust proceeding.

b. The Trust Secretary will keep a written summary of every meeting, indicating actions taken and the votes of each member present.

c. The Trust Secretary will keep and make available meeting notes of discussion and comment at public meetings.

Adopted: March 17, 1998