

Protocol for Public Comments at In-Person Public Board Meetings

The Presidio Trust and the Board of Directors recognize the First Amendment rights of citizens to participate in public meetings and strives to conduct government business in an orderly and efficient manner.

Aligned with the best practices that many municipal, state and federal agencies use to conduct public board meetings, the public comments section of in-person public Presidio Trust Board meetings will be directed by the Chair of the Trust Board or their designee and will be subject to the following:

- Meeting agendas will include an opportunity for the public to comment on any matter under the jurisdiction of the Presidio Trust.
- People who want to comment will not be screened in advance.
- Each speaker who wants to comment must fill out a card that will be provided by Trust staff to get on the speakers list.
- By tradition, the Board Chair invites former Trust Board members to speak first, followed by others called in the order their speaking request card is received. However, the Board Chair may choose a different order if they determine it is in the interests of the Trust.
- Speakers will be requested to state their full name but will not be required to do so.
- Each speaker on the speaker list will have up to two (2) minutes of time to speak. However, the Chair may reduce the time allotted to each person if there are many speakers.
- Speakers will not be permitted to give their time to other people.
- A timekeeper will let speakers know when their time is done.
- Speakers should address the Board as a whole and not address individual Board members.
- Comments are encouraged. To maintain order and decorum, speakers are asked to refrain from profanity, vituperation, or threatening words or behavior.
- The Board Chair will request that a person who is breaching the rules of decorum be orderly and respectful of the rules of the session. If, after receiving a warning from the Board Chair, a person continues to disturb or impede the orderly conduct of the meeting, the Board Chair may order that person to leave the public meeting. If such person does not leave, the Board Chair may adjourn the meeting.
- All public Board meetings held in person will be recorded. A recording or transcript of the meeting will be posted on the Trust's website.

Protocol for Public Comments at Virtual Public Board Meetings

The Presidio Trust Board of Directors recognize the First Amendment rights of citizens to participate in public meetings and strives to conduct government business in an orderly and efficient manner.

Aligned with the best practices that many municipal, state and federal agencies use to conduct virtual public board meetings, the public comments section of virtual public Presidio Trust Board meetings will be directed by the Chair of the Trust Board or their designee and will be subject to the following:

- Meeting agendas will include an opportunity for the public to comment on any matter under the jurisdiction of the Presidio Trust.
- People who want to comment will not be screened in advance.
- Each person who wants to comment will be asked to use the “raise hand” (or similar request to speak) function to identify that they want to speak.
- No live “chat” or digital “comments” during the meeting will be allowed.
- By tradition, the Board Chair invites former Trust Board members to speak first, followed by others called in the order their speaking request is received via the electronically “raised hand”. However, the Board Chair may choose a different order if they determine it is in the interests of the Trust.
- Each speaker will have up to two (2) minutes of time to speak. However, the Chair may reduce the time allotted to each person if there are many speakers.
- Speakers will be requested to state their full name but will not be required to do so.
- Speakers will not be permitted to give their time to other people.
- A timekeeper will let speakers know when their time is up.
- Speakers should address the Board as a whole and not address individual Board members.
- To maintain order and decorum and to avoid disruption, speakers will be asked to refrain from profanity, vituperation, or threatening words or behavior.
- The Board Chair will request that a person who is breaching the rules of decorum be orderly and respectful of the rules of the session. If, after receiving a warning from the Board Chair, a person continues to disturb or impede the orderly conduct of the meeting, the Board Chair may “mute” the person or ask that they be removed from the virtual meeting platform.
- All public Board meetings held via video platform will be recorded. A recording or a transcript of the meeting will be posted on the Trust’s website.