

Executive Board Public Participation Procedure

The DCT Executive Board is dedicated to creating a consistent, fair and transparent method for members of the public to provide oral comments during the Executive Board meetings. The last 15 minutes of each meeting may be dedicated to public comment by community members.

1. Public Participation Topics

- Speakers may provide comments only on items included on the meeting agenda.
- The Board Chair, in consultation with General Counsel, will review agenda items to determine whether they are appropriate for public participation.
- DCT will post the Executive Board meeting agenda at least four business days prior to the scheduled meeting. The agenda will identify which items are open for public participation.

2. Advance Registration Requirement

- Individuals who wish to provide public comments must register in advance using the online form.
- Requests to provide public comment must be submitted at least three business days before the scheduled Executive Board meeting.

Required Registration Information

- First and last name
- Organization name (if representing an organization)
- Contact information (email and phone number)
- The specific meeting agenda item on which the individual wishes to comment (Character limits will be applied to facilitate an objective review of requests)
- Request for a reasonable accommodation under the Americans with Disabilities ACT (ADA)

Upon submission, registrants will receive

- Confirmation of receipt of their request
- A brief overview of next steps and what to expect

3. Determination of Public Comment Participation

- DCT staff will review submissions for completeness and relevance.
- Approval to provide public comment is determined by the Board Chair, based on the meeting agenda and number of requests.

Considerations and Recommendations

- If time is limited, priority will be given to those who submitted their request first. At the discretion of the Chair, preference of public presenters may be given to those who have not participated before, or have not presented on the topic before if time is limited.

4. Notification to Registrants

- Staff send a confirmation email to individuals who request to comment no later than 24 hours prior to the meeting date and time with the status of their comment request.
- For commenters scheduled to speak, the email will include the estimated speaking time, instructions for in-person or virtual participation, and the public comment rules and expectations.

5. Public Participation Session

- Confirmed commenters must check in with meeting staff (in person or virtually) prior to the public comment period beginning on the agenda. To check in, commenters attending in person should sign in on the Public Comment registration form found near the room entrance. Speakers attending remotely should identify themselves to the virtual meeting host via meeting chat. Failure to check in may result in forfeiture of the speaking slot, at staff discretion.
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