

City of Mountlake Terrace
Diversity, Equity and Inclusion Commission
Public Comment Policy

Approved December 16, 2020

RCW 42.30, the Open Public Meetings Act, requires all meetings of the City Council and its Boards and Commissions be open to the public. The decision to allow public comment at a Commission meeting is a decision of the Commission.

To facilitate orderly and safe meetings and to allow for appropriate public comment, the Commission has adopted the following public comment policy:

1. During regular *in-person* and *telephonic/online* meetings, public comments shall be taken during the meeting under the Public Comment agenda item. Comments are limited to three (3) minutes and persons shall be recognized to speak by the presiding officer before beginning to speak. The speaker shall provide their name for the record. The total public comment period shall not exceed 30 minutes unless amended by the Commission. The Commission may amend the time limit by motion and approval in order to ensure each person has an opportunity to speak while allowing the Commission to complete the meeting in a timely manner.
2. During regular *in-person* meetings, public comments shall be made from the podium and no comment shall be made from any other location except upon majority vote of the Commission. Public comment is limited to those persons physically present and in attendance at the meeting and no speaker may convey or donate his or her time for speaking to another speaker. Those unable to attend are encouraged to submit comment electronically (e.g., email).
3. During *telephonic/online* meetings, public comments shall be made by using the “hand raise” tool or asking for recognition during the Public Comment agenda item. No speaker may convey or donate his or her time for speaking to another speaker.
4. Each speaker may address the Commission only one time during the public comment portion of the meeting unless the Commission moves and approves to suspend the rules to allow additional comments.
5. Public comments shall be made to the Commission as a body and not addressed to individual members or city staff.
6. No person shall make personal attacks or threatening remarks while addressing the Commission, which disrupt, disturb, or otherwise impedes the orderly conduct of the Commission’s meeting.
7. Written public comment may be sent to the Commission to the general city email at cityhall@mltwa.gov or via post to City Hall, PO Box 72, Mountlake Terrace, WA 98043. Written public comment must include the person’s name and city of residence for the record as well as the date of the meeting the comment is submitted for. To be recognized at a meeting, the correspondence must be received by 4:00 p.m. on the day of the meeting. The Commission will acknowledge the correspondence by name, date, and a general summary as time permits.