



GRANBY SANITATION DISTRICT

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PUBLIC COMMENT POLICY

The Granby Sanitation District Board of Directors values and appreciates public participation and recognizes the importance of community input in the decision-making process. The purpose of this Policy is to provide a structured opportunity for members of the public to address the Board on matters relevant to District business while ensuring meetings are conducted in an orderly and efficient manner consistent with applicable law. Any public statements or remarks made by a participant during Public Comment are subject to the following rules:

1. Public Comment Period & Actions

- Public comment may occur during designated agenda items or general public comment periods or as otherwise determined by the presiding officer.
- The Board shall not deliberate or take action on matters raised during public comment unless properly noticed on the agenda.
- Public comment is intended to provide the Board with input and perspective and is not designed to function as a question-and-answer session or interactive dialogue.
- The Board may, at its discretion, request clarification or direct staff to follow up to specific public comment items; however, the Board is not obliged to respond at the time comments are made.
- The total time for Public Comment shall not exceed thirty (30) minutes in a given meeting. Once that total time is reached, Public Comment is closed for the meeting. Each speaker shall be allotted Five (5) minutes of speaking time unless otherwise permitted; pooling of time is not allowed.

2. Public Comment Rules

- Public comment shall be limited to matters that are within the jurisdiction, authority, or operations of the District, or that otherwise pertain to issues of community interest relevant to District services.
- Members of the public may submit written comments to the District prior to the meeting through designated methods, including email or mail. Written comments may be summarized at the discretion of administrative staff for inclusion in the meeting records.
- No individual shall address the Board until recognized by the presiding officer. Speakers shall state their name, and if requested, address or affiliation, for the record.
- No speaker shall address the board more than once during a single public comment period or concerning a single agenda item.

3. Policy Enforcement

- The presiding officer shall manage the conduct of the meeting and enforce this Policy in a fair and impartial manner.
- The presiding officer shall recognize speakers, enforce time limits, determine relevance of comments and maintain order of the meeting.

- In the event of a violation of this Policy, the presiding officer may issue verbal warnings or ask the violator to refrain from commenting in a way that violates the Policy. If conduct persists, individuals who fail to comply may be ordered to leave the meeting.

4. Post-Meeting Interactions

- Public comment and discussion of District matters are intended to occur during properly noticed meetings or through established administrative channels and during regular business hours.
- Any substantive discussion of District business outside of a properly noticed meeting is discouraged to ensure compliance with the Colorado Open Meetings Law and to maintain fairness and transparency.
- Upon adjournment of a Board meeting, members of the Board and District staff are not obligated to engage in discussions regarding District business with members of the public.

5. Written Comments & Agenda Requests

- Members of the public may submit written comments to the District via mail or email to the District Administrator by 5:00 p.m. the day prior to the meeting. Written comments may be summarized at the discretion of administrative staff for inclusion in the meeting records.
- Members of the public who wish to request that a matter be placed on a future Board meeting agenda must submit such requests to the District Administrator in writing no less than ten (10) business days prior to the designated meeting date.
- Submission of a request does not guarantee placement on an agenda, as all agenda items are subject to review and approval by the District staff in accordance with applicable laws, operational priorities, and meeting time constraints.