

## Urban Forestry Board Procedures and General Guidelines

### A. Briefings

Due to time Board meeting time constraints, briefings should be:

- limited to issues germane to the mission of the Board
- Limited to a 15 minute presentation
- Should have all questions following the briefing
- Questions should be related to the issue presented at the briefing
- Staff-generated and Board-requested briefings should not be added after the final agenda is approved by the Chair

### B. Citizen Communication

- No change is recommended in the approach for non-agenda items; up to four citizens will be able to sign up on a single sheet for up to three minutes each
- For Agenda Action items, to provide citizens with greater opportunity to comment on issues, individual sign-in sheets will be used for each speaker for each item, for up to three speakers, for an allotted three minute time limit, for each item
- Sign-in sheets for action items will be brought to the chair at the beginning of the Action Item segment of the meeting to be called upon in order
- There will be no donation of time to another speaker in any public communication
- Flexibility is left to the Chair for particularly challenging or contentious issues regarding time limits and speaker numbers