

PROCEDURES FOR APPEARING BEFORE THE BOARD PUBLIC COMMENT PERIOD

The Gulf Coast Community Services Association, Inc. (GCCSA) Board of Directors recognizes the value to governance of public comment on community action and social services and the importance of allowing the public to express themselves on matters of community interest.

Members of the public are invited to address the Board of Directors (“the Board”) whenever it meets. In addition, written communications to the Board are always welcome.

In order to permit the fair and orderly expression of such statements, the Board shall provide a period for public comment prior to every meeting. The following procedures will ensure effective communication and efficient operations at the meetings held by the Board:

- (1) Anyone wishing to address the Board at the meeting must sign up one hour prior to the scheduled time of the meeting and register as a public speaker.
- (2) Members of the public must complete an information form stating their name, address, group affiliation (if any) and identifying the matter they wish to address.
- (3) Adoption of “Public Comment” Rule: In compliance with the Texas Government Code, Chapter 551, Texas Open Meetings Act, §551.007. As a nonprofit corporation that receives funds under the federal Community Services Block Grant (CSBG) program, the GCCSA Board will allow each member of the public who desires to comment on an item on the agenda three (3) minutes to address the body regarding the item at the meeting before or during the body’s consideration of the item. Further, instances where simultaneous translation equipment is not used, the amount of time afforded to a member of the public who addresses the board through a translator is six (6) minutes.
- (4) Written documents and materials brought for the Board by speakers must be copied in advance by the public speaker, and these items must be received by the Executive Office one hour prior to the meeting to be accepted during public comment. The document(s) will then be made available to the Board during the duration of the meeting.
- (5) All comments shall be directed to the Chair, or presiding officer; no person may address or question Board of Directors individually.
- (6) Public speakers and all attendees at Board meetings are expected to conduct themselves with the decorum appropriate to meeting with elected and appointed officials.

If you have any questions, please contact Sue Kriegel, at 713-393-4702, or via e-mail at gulfcoast@gccsa.org.

Thank you.