

**METROPOLITAN AREA EMS AUTHORITY  
BOARD OF DIRECTORS**

**Rules and Procedures for Citizen Presentations and Public Comment at Board Meetings**

Under the agenda item entitled “Citizen Presentations”, members of the public may address the Board at Board meetings on any posted agenda item or any other matter related to Authority business, subject to the following rules.

a. Registration

All speakers are required to register prior to a meeting using the Speaker’s Card found at: <https://www.medstar911.org/wp-content/uploads/2020/10/MAEMSA-PUBLIC-COMMENT-CARD.pdf>. Speaker cards must be emailed to Maerissa Thomas at [MThomas@medstar911.org](mailto:MThomas@medstar911.org).

The deadline to register for meetings scheduled for 10 a.m. or earlier is 4:30 p.m. the preceding day. For meetings scheduled after 10 a.m., the deadline for registering is two hours before the scheduled start time. No person shall be permitted to speak on an agenda item or address the Board during Citizen Presentations unless that person has timely registered and has been recognized by the Chair.

b. Present when Called

A person registered to speak must be present in order to give the speaker’s time to another registered speaker. No time may be given to a person that is not registered to speak.

c. Manner and Time for Presentation

A person desiring to speak shall address the Chair and the Board Members, not the audience or the Authority’s staff. Each speaker shall be limited to three minutes. Each speaker who requires the assistance of a translator to addresses the Chair and Board Members shall be limited to six minutes.

The Chair has discretion to extend the time allotted to a speaker or may reduce the time allotted to each speaker to two minutes for such reasons as the time allocated for the meeting, the number and complexity of agenda items, or the number of persons wishing to address the Board. Each speaker who requires the assistance of a translator to addresses the Board shall be given at least twice the amount of time given to a member of the public that does not require a translator.

No persons other than a Board Member or the person having the floor shall be permitted to enter into the discussion directly with a member of the Board without the permission of the Chair.

d. Group Presentations:

Presentation by a representative of an organized group consisting of a minimum of five persons, shall be limited to six minutes. A representative of such a group who requires the assistance of a translator to addresses the Chair and Board Members shall be limited to twelve minutes.

The names of the five persons must be provided at the time the representative registers to speak and those five persons must be present in the Board Chamber when the matter is called. The five persons shall stand and be recognized by the Chair before the representative is allowed to address the Board. A person counted as one of the five individuals represented shall not be permitted to speak on the same subject.

If the representative fails to list the names of five persons when he or she registers to speak, or the five persons are not present at the meeting (or logged in to a virtual meeting) when their names are called by the Chair, the representative's time to speak shall be limited to three minutes. At the discretion of the Chair, the Chair may extend the time allotted to a speaker or may reduce the time allotted to each speaker for such reasons as the time allocated for the meeting, the number and complexity of agenda items, or the number of persons wishing to address the Board. Each speaker who requires the assistance of a translator to address the Chair and Board Members shall be given at least twice the amount of time given to a member of the public that does not require a translator.

e. Submission of Written Comments

Persons or representatives may submit written comments in support or opposition to a particular agenda item of a Board meeting in lieu of presenting verbal testimony, provided such written testimony is submitted by the registration deadline outlined in this Section.

f. Speaker's Use of Electronic Media

Any person wishing to make a presentation during a Board meeting that includes video or another form of electronic media must provide that information in digital format to Maerissa Thomas at [MThomas@medstar911.org](mailto:MThomas@medstar911.org) no later than three o'clock (3:00 p.m.) the day before a Board meeting. Authority staff shall review the information as to form and content. The information shall not contain any statements, graphics, or pictures that are offensive or reflect personal attacks on other individuals, Board members, or Authority staff. The digital format must be compatible with the Authority's technology equipment. The presentation will be tested prior to the Board meeting to ensure that it is compatible.

g. Response by Board Members to Citizen Presentations:

Responses to a citizen's presentation and public comments by the Board and staff shall be in accordance with Texas Open Meetings Act requirements. If a citizen or Board member raises a subject that has not been included in the public notice for the Board meeting, a response may consist only of a statement of specific factual information or a recitation of existing policy. The Board shall not discuss or take action relative to any public comments made during the citizen presentation portion of the Board meeting.

h. Decorum and Conduct:

Citizen presentations and public comments shall not contain any offensive or obscene language or include personal attacks on other individuals, Board members, or Authority staff. At the discretion of the Chair, violation of the Board's *Rules and Procedures for Citizen Presentations and Public Comment at Board Meetings* may result in the forfeiture of a speaker's remaining time.