

Downtown Development Authority
Rules for Public Meetings and Public Comment

I. Attendance at Public Meetings

In accordance with the State of Michigan Open Meetings Act, members of the public are invited to attend all meetings of the Board of Directors and Board Committees. Members of the public may attend the meeting in person. At the Board's discretion, it may allow for remote public participation at Board and/or Committee meetings via electronic means through a service that allows remote participation through two-way communication as indicated in the public notice for the meeting.

II. Conduct During Public Meetings

Members of the public attending Public Meetings must maintain order and follow the rules below:

- A. Members of the public must enter and exit the meeting room through designated entrances and will be granted access to the meeting room no more than 10 minutes in advance of the scheduled meeting time.
- B. During the meeting, members of the public are allowed access only to the areas of the meeting room designated for the public and bathroom facilities. Members of the public may not enter the area reserved for Board and/or Committee Members and staff. The meeting room and 22nd floor of the Guardian Building are not public spaces. At the conclusion of the meeting, members of the public must return to the lobby of the Guardian Building.
- C. The Meeting Chair may permit meeting presenters and guests to be seated in areas other than those designated for the public.
- D. There is no talking in the meeting room when the meeting is in session, except for the speaker recognized by the Meeting Chair. Please leave the meeting room if you must converse or if you must answer a phone call.
- E. If you are unable to hear the proceedings, please raise your hand or, without disturbing other attendees, inform a staff member present at the meeting.
- F. Members of the public must refrain from profane language, obscene conduct, disruptive comments or gestures, applause, personal attacks, or behavior that is disorderly or likely to provoke disorderly conduct.

III. Public Comment

- A. **Public Comment Period.** The Meeting Chair will call for public comment during the meeting and request that those members of the public that desire to make public comment so indicate by raising their hand or other means announced by the Meeting Chair. After a reasonable time, the Meeting Chair may close the period during which the public is required to indicate their desire to make public comment and once the Meeting Chair has announced that public comment has closed, those members of the public who have so indicated will have an opportunity to make public comment.

- B. **Location.** Public comment may only be delivered from the podium or other area designated by the Meeting Chair. Members of the public requiring a special accommodation due to an ADA disability must inform staff with reasonable advance notice so that an accommodation can be made.
 - C. **Time Limits.** Unless otherwise announced by the meeting chair, each member of the public is entitled to comment for up to two minutes.
 - D. **Non-Delegation.** A member of the public may not delegate or yield their time to another member of the public.
 - E. **Comment.** Public comment is a time for comment, not debate. Questions or comments arising during public comment will only be addressed when requested by the Meeting Chair.
 - F. **Remote Public Comment.** To the extent the meeting has been convened in a manner that allows remote participation by the public, remote public comment will be permitted, subject to the same rules as in-person public comment. If a technical difficulty interferes with a remote participant's ability to provide public comment, written public comment may be submitted to staff for the meeting record.
 - G. **Discretion.** The Meeting Chair has authority and discretion to: (1) curtail or limit public comment if the commenter fails to comply with any rules; (2) make reasonable variances from any time limit; and (3) request that members of the public making comment first state their name and city of residence for the record.
- IV. **Non-Compliance with Rules.** Any breach of the peace, including a failure to abide by these rules or failure to respect public health and safety directions from the Meeting Chair, may result in disorderly persons being asked to leave the meeting. If a member of the public refuses to leave after being asked, the Meeting Chair may take appropriate action, including but not limited to asking security to remove the disorderly person and/or recessing the meeting until the disorderly person has left and the Meeting Chair has determined the meeting may be resumed. Reasonable notice will be given of the meeting's resumption.