



PUBLIC PARTICIPATION AND PUBLIC COMMENT GUIDELINES

The Benton Public Utility District (District) Board of Commissioners thanks you for attending, and we look forward to hearing from you. The Commission welcomes public comment during Regular Meetings. Regular Meetings are held the second and fourth Tuesday of every month at 9:00 a.m. Public Comments are accepted by mail, email, in-person, or remotely by phone or virtual attendance.

Members of the audience may comment on items relating to any matter related to District business during the “Public Comment” period. As you prepare to share your comments, please follow these guidelines to help make your presentation and the meeting as productive and constructive as possible.

Public Participation Attendance Options

In-person

- Commission Board Room at Benton PUD Administration Office located at 2721 West 10th Ave., Kennewick, WA 99336

Remote

- Telephonic and video access is available to allow the public to attend meetings remotely via/MS Teams. Access to these remote options can be found at <https://www.bentonpud.org/About/Commission/Meeting-Agendas-Minutes>.

Public Comment Options

In-person

- Fill out the public sign-in form and wait for the President to ask for public comment. However, you are not required to sign in to attend the meeting. If you are in attendance to listen to the proceedings, but later determine you would like to address the Commission, you may make your desires known by a raise of the hand.

Remote

- Wait for the President to ask for public comment and then unmute yourself. If you are attending via the MS Teams link, you also can virtually raise your hand. If you use this feature, wait until you are called on and then unmute yourself.

Written

- Send written comments in advance by mail or email to the Clerk of the Board, PO Box 6270, Kennewick, WA 99336 or commission@bentonpud.org.
- Comments received by 3:00 p.m. the Monday prior to the scheduled meeting date will be distributed to the Commissioners and entered into the record. Comments received after 3:00 p.m. will be distributed by the Clerk of the Board to the Commissioners and the President of the Commission will acknowledge receipt of these comments at the next regularly scheduled meeting.

Public Comment Guidelines

Speakers

- **Comments are limited to five (5) minutes unless time is extended by the President.** If extended, all speakers will be allowed the same extended time limit. However, the public comment period may be limited to 15 minutes, at the discretion of the President.
- Raise your hand to be called upon by the President. Virtual participants use the raise hand feature.
- Please stand or go up front to the Commission conference table. Virtual participants unmute your microphone when called upon.
- For the record, provide your name, city of residence and if you are representing a group or organization.
- All remarks are to be made to the Commission as a body and not to any individual member.
- If you intend to give the Commission any records as part of a presentation, the records should be handed directly to the Clerk of the Board for distribution.
- To respect everyone and all points of view, please avoid personal attacks and refrain from either applause or jeers.

Commission

- The Commission President will determine the order of speakers.
- The Commission President is responsible for determining the appropriate response(s) to each comment or question raised during a public comment period and may provide brief factual information, if appropriate.
- While the Commissioners welcome hearing from the public, the public comment period is not for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information gathering and deliberation. When appropriate, the Commission may refer an item identified during public comments to the General Manager or other staff for further action.

(To request an accommodation to attend a public meeting due to a disability, contact dunlapk@bentonpud.org, or call 509-582-1270, and the District will make every effort to reasonably accommodate identified needs.)