



## PARTICIPATION AT COMMISSION MEETINGS

Welcome and thank you for attending a Benton PUD Commission Meeting. Our Commissioners are; Barry A. Bush, President, Jeffrey D. Hall, Vice-President and Lori Kays-Sanders, Secretary.

Benton PUD Commissioners are elected by the public to make policies and provide general direction to Benton PUD. All public meetings of the Benton PUD Commission are governed by the Washington Open Public Meetings Act (RCW 42.30) and are open to the general public.

Commission meetings are regularly scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, at 9:00 a.m. at the Administration Office located at 2721 West 10<sup>th</sup> Avenue, Kennewick, WA 99336. Special meetings and changes to regular commission meetings will be publicly noticed in advance of the meeting.

### Attendance Options

The public may attend in-person or remotely by phone or other electronic means. Below are options to attend a commission meeting.

#### In-person

- Commission Board Room at the Benton PUD Administration Office located at 2721 West 10<sup>th</sup> Avenue, Kennewick, WA 99336.

#### Remote

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

### Public Comment Options

The Commission recognizes the public's interest in many of the topics considered at these meetings, welcomes public comments, and has adopted the following guidelines to facilitate public participation while still permitting the timely consideration of all Commission business. Members of the public may orally comment at the meeting or submit written comment prior to or at the meeting. Below are options for providing public comment.

#### In Person

- If you are in-person and wish to speak during the "public comment" portion of the meeting, fill out the sign in sheet, or wait until the President asks for public comment. 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:

- If you are attending the meeting remotely and wish to speak during the "public comment" portion of the meeting, please wait until the President asks for public comment and then unmute yourself. If you are attending via the MS Teams link, you also have the ability to virtually raise your hand. If you use the feature, wait until you are called on and then unmute yourself.

#### Submitting written comments via email or mail:

- Submit written comments by mail to Clerk of the Board/Executive Assistant, [PO Box 6270 Kennewick, WA 99336] or via email to: [commission@bentonpud.org](mailto:commission@bentonpud.org). Comments received by 3 p.m. the Monday prior to the scheduled meeting date will be compiled, sent to Commission 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 Participation Guidelines

- **Necessary Information from Speaker:** Members of the public are not required to sign in to attend the Commission meetings. However, if you wish to provide a public comment, the Commission does ask the speaker to provide the following information: 1) name, for inclusion in the minutes which is a public record, and name of organization, if representing one, and 2) contact information (email or mailing address) to assist in providing follow-up information or to provide a response to questions.
- **Timing/Duration of Comments:** Comments will normally be limited to three minutes; however, the President of the Commission may designate a different time at his/her discretion. If possible, public comments will be scheduled so that members of the public need not be present for an entire meeting in order to provide public comment. Customers and other general public with lengthy comments are invited to summarize their comments and/or submit written comments to the Clerk of the Board at: [commission@bentonpud.org](mailto:commission@bentonpud.org) or mail to P.O. Box 6270, Kennewick, Washington, or in person at 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington. The Clerk of the Board will distribute submitted comments to the Commissioners and the President of the Commission will acknowledge receipt of these comments at the next regularly scheduled meeting.
- **Procedure – Speaker:** After providing name, and affiliation or company and address, the speaker should address the Commission as a group/body, rather than directing remarks to any individual, or any staff member. Generally, no other speakers will be recognized by the President while the present speaker has the floor.
- **Commission Response:** The Commission President is responsible for determining the appropriate response(s) to each comment or question raised during a public comment period. At the conclusion of the speaker's comments, the Commission may either ask clarifying questions, choose to acknowledge the comment or question without a specific response, offer a response during the meeting or provide staff direction to facilitate follow-up at a later time.
- **Expected Demeanor:** All persons taking part in commission meetings are expected to be courteous, reasonable, and businesslike. If public comments compromise the ability of the Commission to conduct PUD business, the President may act to restore this ability by calling for a recess, adjourning the meeting until a later time, or temporarily limiting public comments.
- **Special Public Meetings:** If the Commission determines an issue is of sufficient public interest to warrant a special, single-issue meeting, the Commission may arrange such a meeting later. Notice of such special meeting will be provided as per requirements of the Act.

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