

	<b>PUBLIC PARTICIPATION POLICY</b>	<b>DOCUMENT TYPE:</b> POLICY
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		<b>BOARD COMMITTEE:</b> CUSTOMER SERVICE
		<b>ORIGINATION DATE:</b> 06/13/2011
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**1.0 PURPOSE**

**1.1** To state the policy for members of the public and non-members of the Board to speak to or address the MSD Board and Board Committees during open meetings.

**2.0 SCOPE**

**2.1** This policy shall apply to members of the public and non-members of the MSD Board.

**3.0 DEFINITIONS**

**3.1 Electioneering:** To publically advocate or endorse, or to seek the endorsement of a candidate, political party, or political cause.

**3.2 Endorsement or Promotion:** A public or official statement of support or approval of any commercial product or service.

**3.3 Interest Group:** Group whose members have a common cause for which they seek to influence public policy.

**3.4 MSD Ratepayers:** Any property owner subject to the fees and charges established under MSD's Schedule of Rates Rentals & Charges.

**3.5 Organization:** A body of people organized for a particular purpose to pursue collective goals (e.g. agency, business, association, firm, etc.).

**4.0 POLICY STATEMENT AND POLICY**

**4.1 POLICY STATEMENT**

**4.1.1** The MSD Board welcomes members of the public and non-members of the Board to attend open meetings of the Board and Board Committees.

**4.1.2** Members of the public and non-members of the Board may speak to or address the Board or Board Committee pursuant to the guidelines outlined in this Public Participation Policy.

**4.2 POLICY**

**4.2.1** MSD shall place a Sign-In Sheet at the Customer Relations Desk located in the lobby at 700 West Liberty Street, Louisville, Kentucky, 40202.

- 4.2.1.1 Anyone wishing to speak to or address a sitting Board committee during their meeting shall sign in at any time up to ten (10) minutes prior to the posted beginning of the committee meeting.
- 4.2.1.2 Anyone wishing to speak to or address the sitting Board during its regularly scheduled meeting shall sign in no later than 12:50 PM EST. In the event of a special called meeting, anyone wishing to speak to or address the sitting Board must sign in no later than ten (10) minutes prior to the posted start time of the special meeting.
- 4.2.1.3 Each speaker should print his or her name, complete address, organization or interest group represented and the topic to be addressed on the Sign-In Sheet. The date and time of sign in should be noted as well. Any speaker requesting an accommodation due to a disability should make a note on the Sign-In Sheet.
- 4.2.2 The first five people to sign in shall speak at a meeting. Each speaker will speak in the order in which the speaker signed in. Each speaker shall be provided up to five minutes. The Board or Committee Chair may allow additional time and speakers at his/her discretion.
- 4.2.3 Speakers shall not use props, displays, or any other objects during their presentations. However, informational handouts may be given to the Board Assistant either prior to the meeting or following the meeting for dissemination purposes. Speakers and persons within the audience are allowed to have signs in the Board room that are no larger than 8 ½ x 11 inches. However, such signs may not be attached to any sort of stick and must not be displayed higher than shoulder level.
- 4.2.4 Only one speaker per organization or interest group may address the Board at any meeting if there are others awaiting a chance to speak. MSD ratepayers will be granted priority over speakers who are not MSD ratepayers.
- 4.2.5 When directed by a Board member, the Executive Director shall assign an appropriate person to provide a written response to concerns raised by Speakers within a reasonable time with copy to all Board members.
- 4.2.6 The Board expects orderly and judicious behavior in the Board Room. In the event that the Board or Committee Chair considers any person out of order, he/she shall so advise the person and request him or her to act appropriately. If the person does not comply with the request, the Chair may advise the MSD Safety and Security Officer or Board designee that the speaker is out of order. The MSD Safety and Security Officer or Board designee will have discretion to escort the person from the Board Room if necessary. A person will be considered out of order if he or she fails to comply with this Policy or otherwise engages in behavior that disrupts the meeting.
- 4.2.7 Speakers must not engage in electioneering nor the endorsement or promotion of any commercial product or service. Speakers must not discuss specific personnel matters or pending or proposed litigation.
- 4.2.8 The Board has established several forums to address specific types of issues and concerns. If a Speaker has a specific issue or concern that is properly brought into one of