

Public Forum Protocol Proposal

Issue: Members want to speak directly to the Board or Committees and do not have an avenue, except to be added to the agenda at the end of a meeting under New Business. Members do not see agenda until it is published and therefore missed opportunity to speak to the trustees on relevant topics. Some have addressed the Board during the meeting which causes disruption to the Committee's/Board's discussion. Some members do not know what the protocol is to address the Board.

Resolution: A protocol where the active and retired members can share their views or concerns with the Board within the time structure of the Committee and Board meetings which will provide an avenue for member's voices to be heard in a way that is respectful of everyone's time. This forum would be the only agenda platform for members to speak to the Board and is not an appeals forum.

Process:

1) Create a standing agenda item named "Public Forum" for the Benefits Committee and Board meetings which would follow the "Call to Order" on the agenda. Other than this set time, there are no other public comments permitted. This forum is not to be used as an appeals forum.

2) Allow 2-3 minutes per person to address the Benefits Committee/Board. Speaker is subject to hard stops. Time allotment per person would be dependent upon how full the agenda is. However, 6 minutes maximum agenda item for a Benefits Committee meeting and maximum 15 minutes agenda item for a Board meeting.

3) The member must call the CFRS office in advance to reserve a spot and specify the topic for the Public Forum. Reservations, taken on a first come first served basis, must be made no later than noon the day prior to the meeting. Anyone more than allotted or unable to attend may submit written comments that will be provided to the Benefits Committee/Board.

4) Staff informs the Chair of the Benefits Committee/Board of any Public Forum speakers. If none, the Benefits Committee/Board can proceed with next agenda item of business.

5) Staff to monitor protocol and request modification of process as needed.

Announcement of Protocol:

- Email to actives and retirees letting them know of protocol and process.
- Reminder when each meeting notice is sent out.