**Section 1975.520 Guidelines**

a) The Authority shall post the schedule of Regular Meetings on the Website at the beginning of each calendar year in accordance with Section 2.02 of the OMA.

b) The Authority shall post each Regular Meeting Agenda on the Website no later than 48 hours prior to each Regular Meeting in accordance with Section 2.02 of the OMA.

c) Notices and Agendas for rescheduled and reconvened Regular Meetings, Special Meetings and Emergency Meetings shall be posted on the Website in accordance with Section 2.02 of the OMA.

d) Commenters shall make a written request to address the Members, via email to the Director no later than 24 hours prior to a Regular Meeting, rescheduled or reconvened Regular Meeting or Special Meeting. The Director's email address is located on the Website. Any such request must include the name and business address of the individual wishing to speak, the name of the organization or group to be represented, if any, and a summary of the Public Comments.

e) Commenters to Emergency Meetings are requested to make a written request address the Members to the Director as soon as practicable prior to the Emergency Meeting. Any such request must include the name and business address of the individual wishing to speak, the name of the organization or group to be represented, if any, and a summary of the Public Comments.

f) Within a reasonable amount out time prior to each Meeting, the Authority will provide a sign-up sheet for all Commenters. Each Commenter will be requested to provide his or her name contact information and the topic to be addressed.

g) A maximum of thirty minutes at the beginning of each Meeting will be set aside for Commenters.

h) Each Commenter shall be allowed to speak for three minutes.

i) When more than three Commenters desire to comment on the same topic, the Chairman may direct the group of Commenters to designate representatives so as not to exceed three Commenters for each topic.

j) Commenters are encouraged to limit their Public Comments to those germane to the specific matters listed on the Agenda.

k) Commenters are required to conduct themselves in a professional manner prior to, during and after the Meeting.

l) A Commenter who did not request the opportunity to provide Public Comments prior to a certain Meeting in accordance with Section 1975.520(d) of this Part and still desires to provide Public Comments at the Meeting must also sign in prior to such Meeting in accordance with Section 1975.520(f) of this Part. However, the Members may, in their sole discretion, decide to recognize or not recognize such Commenter.