



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Schlossberg, Brown, Carlson, Barofsky and McRae
FROM: Frank Lawson, General Manager
DATE: July 23, 2021
SUBJECT: Proposed Update to Board Policy GP10 – Public Input
OBJECTIVE: Approval of Resolution No. 2112

Issue/Discussion

The Board's Governance Process Policy GP10 highlights the Board's commitment to provide opportunity for members of the public to express their views and opinions.

The policy as written, does not specify a length of time by which each comment period will conclude. The current language states that speakers generally have three minutes to speak, however the policy does not indicate how the presiding officer will address situations that might cause the Board to deviate from its usual protocol.

In the interest of establishing clear expectations while balancing the public's desire to address their elected officials, and the Board's need to manage meetings efficiently and effectively, a proposed policy amendment is presented for your consideration.

Recommendation/Requested Board Action

Approve Resolution No. 2112, Update to Board Policy GP10 Public Input, or provide direction for recommended revisions.

Attachment: Proposed Amendments to Board Policy GP10 – Public Input



Governance Process Policies (GP Policies)

GP10 Public Input
Effective Date ~~August 6, 2019~~ Proposed August 3, 2021

Public Input is a routine feature of every Regular Meeting of the Board of Commissioners, which generally occurs on the first Tuesday of each month. The agenda item customarily appears near the beginning of the agenda, with up to thirty minutes reserved for public comments unless the presiding officers allocate additional time prior to the meeting during agenda planning. Members of the audience wishing to speak complete a Request to Speak form ~~at the meeting~~. Individuals are called by the presiding officer in the order forms are received.

Prior to opening Public Input, the presiding officer makes a brief announcement describing the process for comment and Board response, and sets a time limit for individual input. Each speaker usually has up to a maximum of three minutes to share their views. ,which is generally three minutes. When numerous speakers wish to address the Board, the presiding officer may adjust the time offered to each speaker to correspond with the amount of time scheduled for the agenda item or may extend the time allowed for public testimony with the majority concurrence of the Board. At the officer's discretion, the public comment period may be divided equally among all speakers. Alternatively, the officer may afford a maximum number of minutes to the speakers, in the order forms are received, until the amount of time posted on the meeting agenda has lapsed.

Commissioners do not interact with the speakers during the Public Input period. The presiding officer may ask clarifying questions, but Commissioners refrain from engaging in a dialogue with the speakers while they are addressing the Board.

At the conclusion of the Public Input agenda item, individual Board members have an opportunity to address any point that was made during Public Input. Board member comments may include direction to the General Manager to further investigate a specific issue, clarification from the General Manager regarding a specific issue, or simply a response to a public comment just presented.

In certain instances, particularly at public hearings, the Board may direct staff to respond to specific questions posed by the public, those responses which are for the public good will be posted on EWEB's Internet site.

Source: Marty Douglass, Public Affairs, Draft Provided to Board 11/11/04; Board Approved 07/05/05; Modified 11/01/05, Revised 08/06/19, Resolution No. 1920; Proposed Revision 08/03/21.

**RESOLUTION NO. 2112
AUGUST 2021**

**EUGENE WATER & ELECTRIC BOARD
UPDATE TO BOARD POLICY GP10 – PUBLIC INPUT**

WHEREAS, the Eugene Water & Electric Board (EWEB) maintains a Board Policy Manual that contains governing policies for the Board of Commissioners; and

WHEREAS, the Board of Commissioners periodically reviews said policies and identifies required modifications or amendments to those policies; and

WHEREAS, the Board of Commissioners periodically determines that new policy is required to adequately document the work or intention of the Board with regard to governance, Board-staff linkage, strategic direction or executive limitations; and

WHEREAS, the Board of Commissioners has reviewed an amendment to Board Policy GP10, Public Input, and has determined that the amendment is appropriate and necessary to properly balance the public’s need to address Commissioners, while also allowing the Board to manage meetings in an efficient manner.

NOW, THEREFORE, BE IT RESOLVED the Eugene Water & Electric Board hereby approves the amended Board Policy GP10 – Public Input.

DATED this 3rd day of August 2021.

THE CITY OF EUGENE, OREGON
Acting by and through the
Eugene Water & Electric Board

President

I, ANNE M. KAH the duly appointed, qualified, and acting Assistant Secretary of the Eugene Water & Electric Board, do hereby certify that the above is a true and exact copy of the Resolution adopted by the Board at its August 3, 2021 Regular Board Meeting.

Assistant Secretary