

PHA Public Comment Protocol

- Port Authority staff will maintain a sign-in sheet in the 4th floor lobby area for members of the public who wish to speak at a Port Commission meeting. A display sign will direct interested persons to the sign-in sheet.
- The sign-in sheet will note at the top of the page that persons signing in may speak when the Chair calls on them during the Appearances portion of the Agenda, and are limited to three (3) minutes speaking time each.
- Port Authority staff will provide the sign-in sheet(s) to the Chair prior to reconvening the meeting after Executive Session.
- The public comment session will generally be conducted prior to any scheduled appearance(s).
- The Chair may announce to the meeting the Port Authority's guidelines for conduct during the public comment session.
- The Chair will generally call speakers in the order shown on the sign-up sheet. A Port Authority staff member will time the speakers with a clock that clearly informs the Chair and speaker of the elapsed timing.
- The Chair will close the public comment session after all those who signed-up had an opportunity to speak.