

# CARTA Public Comment Policy

The Charlottesville-Albemarle Regional Transit Authority Board of Directors welcomes public participation. Receiving input from the public and groups representing the public will strengthen the decisions made by the CARTA Board of Directors. A public comment period will be available at the beginning of each CARTA Board meeting.

Each member of the public will have the opportunity to address the Board for three minutes.

Up to ten people may speak during each public comment period. The ten speakers are determined on a first-come, first-served basis. Each speaker may speak at only one public comment period at each meeting. The sign-up period closes when the public comment period begins.

To speak during a public comment period community members may sign up via email ([info@tjpd.org](mailto:info@tjpd.org)) or by telephone (434-979-7310) in advance of the meeting. The public may also sign up at the meeting before the public comment period begins by raising their hand on the Zoom or in person, provided there are remaining slots available.

To give all speakers equal treatment and courtesy, the Board requests that speakers adhere to the following guidelines:

- When called to the speaker's podium, state your name and city or county of residence
- Address comments directly to the Board as a whole
- Give written statements and other supporting material to the committee staff
- If you represent a group or organization, you may ask others present to raise their hands and be recognized
- If you exceed your allotted time, you will be asked to end your comments
- If a speaker does not use all allocated time, the unused time may not be shared with another speaker
- Speakers are permitted one opportunity to comment during each of the public comment periods per meeting
- Back-and-forth debate is prohibited
- Do not speak from your seat or out of turn
- Please refrain from applause and other forms of approval or disapproval, as a courtesy to each speaker
- Signs are permitted in the meeting room so long as they are not attached to any stick or pole and do not obstruct the view of persons attending the meeting

All comments are live streamed, recorded and published on the Thomas Jefferson Planning District Commission website.

**Please turn all device notifications to vibrate.**