RULES AND GUIDELINES FOR PUBLIC COMMENTS AT REGULAR AND SPECIAL MEETINGS OF THE TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

1. **Subject to the following rules and guidelines, all regular and special meetings of the full Commission shall provide an opportunity for public comment. Public comments shall not be received at Commission committee or subcommittee meetings.**

2. **Any person wishing to make a public comment at a Commission meeting must appear in person and sign-up to speak prior to the commencement of the meeting. Prospective speakers must provide their full name and identify the meeting agenda item on which they intend to speak. The Commission will attempt to make reasonable accommodations and services necessary for public speakers with disabilities and/or sensory impairments.**

3. **Each speaker shall have three minutes for comments. Public comments shall be limited to three speakers per agenda item. Speakers must confine their remarks to the agenda item identified at sign-up. Speakers may be ruled out of order if they stray into other topics during their remarks. Only the Chairperson may, in his or her sole discretion, make an exception to the foregoing limitations.**

4. **Speakers may not donate unused time to another speaker.**

5. **Speakers will be introduced prior to speaking and must address their comments exclusively to the Chairperson of the Commission. Public comments are not conversations with the Commission. Speakers should not expect questions, feedback or engagement by the Chairperson or other Commissioners during the public comment period, nor should speakers solicit the same.**

6. **Speakers should avoid repetitive comments.**

7. **Handouts, properties (i.e., "props"), audio and/or visual aids, electronic presentations, etc. are not permitted to be used by speakers during public comments.**

8. **Speakers must remain civil. Profanity, vulgarity, shouting, personal attacks, and/or threats of any kind towards Commissioners or staff will not be tolerated and will result on the speaker's time being cut short and potential loss of speaking privileges in the future.**

9. **Speakers should be respectful of other opinions and viewpoints expressed at the meeting and should not make audible expressions of support (e.g. applause) or expressions of opposition (e.g. hissing) during meetings.**

10. **Speakers who are ruled out of order and/or in violation of these rules will forfeit any remaining time to address the Commission.**