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Guidelines for Public Input

Public input is a vital and important portion of every meeting and will be permitted throughout the meeting, but according to the following guidelines:

- 1)** Public input is allowed during the meeting identified as PUBLIC INPUT portion.
- 2)** If you would like to address the Board during the appropriate times, please raise your hand and when called upon:
 - a) Announce your name so that your statement can be adequately captured in the meeting minutes.
- 3)** If you are addressing the Board regarding a matter listed on the Agenda, you are requested to make your comments when the Board addresses such matter.
- 4)** Please limit your input to three (3) minutes per person or five per group.
- 5)** The public input time is not for questions or answers. It is your time to express your view.
- 6)** If you would like to make a presentation/ statement to the Board, you must request to be put on the agenda 14 days prior to the monthly Board meeting. The following guidelines are to be followed:
 1. A written statement of said proposal/ discussion delivered to The Executive Director prior to distribution of agenda to the Board, this will reduce distribution time at the meeting and give you more time to present/ discuss.
 2. You will be given 5-7 minutes for your presentation/ discussion and 3 minutes for questions and answers from the Board and/or public.
- 7)** No vote or action will be taken on the item at that time. Action will be taken on the item at the next board meeting or at the discretion of the Executive Director and the Board if the matter is time sensitive.

These guidelines will improve the effectiveness and order of the Chamber Meetings. It is the intent to stay open to your ideas and feelings on a variety of issues.