



OPEN MEETING FORUM POLICY

The Board of Commissioners of the Housing Authority of the City of Aurora, Colorado conducts its meetings in strict compliance with the Colorado Open Meetings Law (C.R.S. §§24-6-401, et seq.). That law requires that the Board meetings be open for public observation, but it does not require that the public be allowed to participate in the meetings.

However the Board values the ideas and insights of our constituents and therefore, it is the policy of the Board to allow 15 minutes of each meeting for *Public to be Heard*. If you wish to speak to the Board during the *Public to be Heard* section of the agenda, please complete the form on the bottom of this page and hand it to one of the Board members before the meeting.

Only persons who have completed the form and given it to a Board member prior to the convening of the meeting will be allowed to speak.

When the board reaches the *Public to be Heard* section of the agenda, the Board Chair will divide the 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allocated to each person. The Board Chair will then call on those people one at a time to stand and address the Board for no more than the allocated time.

The Board has a delayed response policy. The Board will not respond at the meeting to questions or requests for information or requests for action. The Board will note your request and respond at a later appropriate time after the Board members have an opportunity to consider and deliberate about the request.

At other times during the meeting as the Board deliberates, Board members may wish to ask for information from persons in the audience, but please refrain from comment unless the Board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but the meeting agenda is usually full and does not allow time for a continuous open forum.

Thank you for helping us conduct an open and orderly meeting.

Request to Speak to the Board During Public to be Heard

This form must be completed and handed to a Board member before the meeting if you wish to speak to the Board during the *Public to be Heard* section of the meeting agenda. The forum will be conducted according to the format explained above.

Your Name: _____

Group/Organization you represent, if any: _____

Subject about which you will speak: _____