

ORAL AND WRITTEN COMMUNICATIONS

PUBLIC COMMENT

Public members are encouraged to provide thoughtful oral comments during Board Meetings. Those wishing to provide public comment should come to the podium and be recognized by the Board President. The maximum time set aside for public comment will be set at 15 minutes unless extended by the Board President. Speakers must address the entire Board and will not be permitted to engage in dialogue with Board Members (or other members of the public), while making their public comment. To encourage the efficient use of time, speakers are encouraged not to be repetitive, and simply to acknowledge support of positions already stated.

Public members may address the Board while adhering to the following procedures:

- **Consent/Regular Agenda**
Public members may address the Board on a specific agenda item during the District's consideration of it. Public members may provide comment for up to two (2) minutes per item, or the length of time established by the Board President. Individuals may speak only once per item.
- **Oral Communications – Item 5.0 (Items not on the Agenda)**
Oral Communications provides the opportunity for public members to speak on any item of interest (for items not on the Agenda), within the jurisdiction of the District. Public members may provide comment for up to three (3) minutes, or the length of time established by the Board President. Individuals may speak only once during Oral Communications. The Board may not take action on Oral Communications but may direct that the issue discussed be agendaized for a future meeting.

Organized groups wishing to make a presentation are asked to contact the Board Clerk prior to the Board Meeting.

WRITTEN COMMUNICATIONS

All written communications provided to the Board will be made available to the public at the District office and [website](#).

Written communications to the Board can be submitted via email, regular mail and/or delivered to the District Office:

- Email: bod@soquelcreekwater.org
- Mail: Board of Directors, P.O. Box 1550, Capitola, CA 95010
- District Office: Board of Directors, 5180 Soquel Drive, Soquel, CA 95073

Deadlines for Submittal:

- Written correspondence received **by** 4:00 pm, on the Wednesday prior to a regular Board Meeting, will be distributed to the Board and made available on the District's [website](#) at the time the Agenda is posted.
- Written correspondence received **after** 4:00 pm, on the Wednesday prior to a regular Board Meeting, will be distributed to the Board and made available on the District's [website](#) at the earliest opportunity. Please note that written correspondence received after 9:00 am on the Monday immediately preceding a Board Meeting may not have time to reach Board members, nor be read by them prior to consideration of an item.
- Written correspondence received at the Board Meeting will be distributed to the Board and made available on the District's [website](#) at the earliest opportunity.

Please note that all correspondence addressed to the Board becomes a **public record**. Please do not include any private information in your correspondence that you do not want made available to the public.