

## **Delaware River Joint Toll Bridge Commission Public Comment Guidelines**

Monthly meetings of the Delaware River Joint Toll Bridge Commission are open to the Public. The Commission welcomes public comment that pertains to Commission business.

The Commission will offer two opportunities for public comment: one at the beginning of the meeting for comment pertaining to any agenda item; the other at the end of the meeting for comment pertaining to any matter of Commission business.

In the interest of completing Commission business in a timely and efficient manner and providing all interested participants the opportunity to present their views in accordance with this policy, the Commission has established the following guidelines for public comment periods:

### Guidelines - All Comment Periods

- All in-person speakers should sign into the meeting with security personnel in the reception area of the Commission's headquarters. Speakers who are participating virtually must use the "hand's up" function in Teams if they wish to give public comment.
- As Commission meetings are both recorded and transcribed, speakers should make every effort to speak loudly and clearly so that the stenographer can record their comments and the microphone can detect them. In-person speakers should note that microphones are installed in the center of the ceiling above the Commission's meeting table to facilitate recording.
- All speakers will be limited to 3 minutes. Each speaker will be permitted one opportunity to speak, and no speaker may yield time to another speaker. A timer will be prominently displayed to alert speakers of the time remaining.
- The Commission is not required to respond to public comments during the meeting, so the public is reminded that Commission meetings are not an opportunity for dialogue or Q&A.
- Speakers should identify themselves by name and municipality.
- Those seeking to speak during the time set aside for public comments on items appearing on the agenda must state the specific agenda items they wish to address.
- Those seeking to speak during the time set aside for general public comments must identify the subject matter which they wish to address.
- All public comments must be relevant, or "germane," to Commission business.
- Time limits will be monitored, and Commission staff will respectfully request speakers to conclude their comments if the speaker goes beyond the time allotted.

- The Executive Director, at the Commission's discretion, may direct appropriate Commission staff to follow up on any questions or additional comments after the meeting.
- Disruptive behavior, including (but not limited to) yelling from the seats, arguing with Commission staff, or refusing to yield the floor once time has elapsed and the speaker is asked to sit down, shall be grounds for removal from the meeting (or for muting if the speaker is virtual) without further admonition or warning, and shall be grounds for further action if legally warranted.
- The Commission always welcomes written correspondence, comments, and feedback to the General Correspondence Form on the DRJTBC website at <https://www.drjtbc.org/contact/>

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