

December 3, 2014

Community members are welcome to comment on issues before the Portland Parks Board in three ways:

1. Public input at Parks Board meetings

At each of its monthly meetings, the Parks Board will have an opportunity for public comment in the following manner:

- a. A communications sign-up sheet is available online at the Parks Board website page, and will be available at each meeting, for those interested in speaking. Filling out and turning in the online form beforehand is the best way to ensure your place on the meeting agenda.
- b. If there are speakers signed up, towards the beginning of the meeting – following the approval of past meeting minutes – the Board chair will read aloud the procedures for public comment:
 - i. Time allocations (see “c” below)
 - ii. Order of speakers
 - iii. Reminder that comments are to be delivered in a respectful and civil manner
- c. A total of 10 minutes is allocated at each meeting for public comment; each speaker will have a maximum of 2 minutes to give their comment.
- d. Speakers may leave printed information for the Board to review.

2. Presentation at Parks Board meetings

The Parks Board accepts requests for presentations on relevant parks issues, according to the following process:

- a. Requests from public members are to be made via the Parks Board contact email/phone noted on the City of Portland PP&R/Parks Board website.
- b. The Board chair will bring requests to the full Parks Board for consideration
 - i. If the Board agrees to presentation, the Chair will arrange for presentation at a future Board meeting. Generally, presentations will be no more than 15 minutes, including time for questions and answers.
 - ii. If the Board decides against presentation, the Chair will communicate this decision to the requestor and offer the options of public input at Board meetings or email communication for distribution to the Board.

3. Email communications with Parks Board members

Community members may send an informational email to the Parks Board contact email address for distribution to Board members.

