



## Aurora Downtown Public Comment Policy

- Members of the public shall have an opportunity to make comments to the Board of Directors of Aurora Downtown (“Board”), at all meetings open to the public, during a specific time designated on the Board’s agenda. Public comments should be related to matters pertaining to Aurora Downtown. An individual who wishes to address the Board at a public meeting shall sign in on the designated sign-in sheet prior to the start of the meeting. (See below.)
- No member of the public shall address the Board without first securing the recognition of the Board Chairman or designated presiding officer. After being recognized by the Board Chairman or designated presiding officer, and before addressing the Board, the member of the public shall state his or her name for the record. All comments shall be directed to the Board Chairman or designated presiding officer. No questions shall be directed to any other member of the Board, Board staff, or audience member without obtaining permission from the Board Chairman or designated presiding officer.
- The Board shall strive to answer questions posed during public comment if at all possible. Members of the Board may ask a member of the public to clarify a comment. However, the Board shall have no obligation to respond to a comment made by a member of the public.
- Comments shall be limited to **three (3) minutes** per member of the public. Members of the public may not yield unused time to other members.
- As an alternative to speaking, members of the public may submit written materials to the Board regarding any matter pertaining to Aurora Downtown.
- Comments by members of the public made at a Board meeting during the specified time designated on the agenda shall not be taped, televised, or broadcast in any form of media by Aurora Downtown to ensure that all members of the public are afforded the opportunity to freely express their comments.
- Any member of the public who engages in threatening or disorderly behavior when addressing a meeting of the Board shall be deemed out of order by the Board Chairman or designated presiding officer. The Board Chairman or designated presiding officer shall have the right at any time to close comment by that member of the public, when in the discretion of the Board Chairman or designated presiding officer such behavior violates the provisions of this policy. The member of the public violating any provision of this policy may be removed from the meeting at the discretion of the Board Chairman or designated presiding officer.
- Failure to adhere to the provisions of this policy shall not affect any resolution, motion, or other action of the Board.



## Public Comment Sign-Up Form

Aurora Downtown Board of Directors Sign-Up for public comment to be completed on-site. Public comments are held at the beginning of Board Meetings.

First and Last Name	
Email Address	
Phone Number	
Business or Organization Name	
Business or Organization Address	
Topic to address	
Would you like any follow-up from Aurora Downtown after the Board Meeting?	Circle One: Yes    No
Are you a property owner within Aurora Downtown SSA1	Circle One: Yes    No
Are you a business owner within Aurora Downtown SSA1	Circle One: Yes    No
<i>Board Admin Use</i>	Time In:  Time Out:



## On-Site Public Attendee Sign-In

	First and Last Name	Phone	Email	SSA1 Business Name or SSA1 Property Owner Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				



	<b>First and Last Name</b>	<b>Phone</b>	<b>Email</b>	<b>SSA1 Business Name or SSA1 Property Owner Address</b>
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				