

**PORT OF CORPUS CHRISTI AUTHORITY
PUBLIC COMMENT POLICY
(Adopted July 21, 2020)**

A. Policy Statement.

1. It is the policy of the Port Commission of the Port of Corpus Christi Authority of Nueces County, Texas (the “Port Authority”) to encourage public comment relevant to agenda items at public meetings of the Port Commission and of its committees and task forces (“Public Meetings”).

2. This Public Comment Policy (the “Policy”) is intended to provide interested parties the opportunity to present their views, while permitting the Port Commission to conduct Public Meetings in an efficient and effective manner.

3. The Port Authority urges interested parties to address Port Authority administrative, business, or related matters with Port Authority staff prior to requesting an appearance or speaking at a Public Meeting.

B. Requests to Comment Made Immediately Prior to a Public Meeting.

1. Interested parties may request to speak at a Public Meeting on the day of the meeting by completing the sign-in sheet provided for the Public Meeting. The Port Authority maintains sign-in sheets near the entrance to the Port Commission meeting for this purpose.

2. Requestors should complete the sign-in sheet with their name, organizational affiliation, and a brief description of the subject matter of the appearance. Port Authority staff provides the sign-in sheet(s) to the Chairman presiding at the Public Meeting prior to its commencement.

C. Public Meeting Conduct.

1. Copies of the posted Port Commission meeting agenda are available near the entrance to the Public Meeting prior to its scheduled start, and the agenda will be electronically displayed on the Port Authority’s website under Commission Meeting Agendas on the Commission page.

2. The Chairman may announce the Port Authority’s guidelines for conduct during the Public Meeting. Public Meetings are also subject to the requirements of the Texas Open Meetings Act (Texas Government Code Chapter 551), including its restrictions on remote participation.

3. The Chairman will generally conduct the Public Meeting in the order shown on the agenda, and call speakers in the order shown on the sign-up sheet.

4. Persons commenting at the Public Meeting may speak when the Chairman calls on them.

a. Speakers must appear in person.

b. Speakers should step up to the podium and state their name and affiliation.

c. All statements and responses to comments by the Port Commissioners, or committee or task force members, must be made at the podium and spoken into the microphone.

d. Additional information presented by the speaker should be in paper format; ten (10) copies should be provided prior to the Public Meeting to the office of the Chief Executive Officer or his designee, for distribution to the Port Commission, committee, or task force, and Port Authority staff.

5. Permitted Speaking Time.

a. A speaker's speaking time is limited to the lesser of (i) three (3) minutes, or (ii) sixty (60) minutes divided by the number of persons who have signed up to speak at the meeting. If more than twenty (20) people sign up to speak at a meeting, the Chairman will announce the maximum amount of speaking time for each speaker at the beginning of the public comment period.

b. A speaker may not donate the speaker's speaking time to another speaker.

6. A Port Authority staff member will time each speaker with a timer that clearly informs the Chairman and speakers of their elapsed or remaining speaking time.

7. Comments should be addressed to the Port Commission as a whole, and no inquiries, requests, etc. may be asked of Port Commissioners or staff except through the Chairman. The Chairman may refer inquiries, requests, etc., to the Chief Executive Officer for handling and later response as appropriate.

8. The Chairman will close the public comment session after any speakers who have signed up have been given the opportunity to speak, subject to the following.

a. Persons attending a Public Meeting shall not delay, interrupt, or disrupt the proceedings, or refuse to obey the orders of the Chairman.

b. Persons making public comments shall not (i) engage in personal attacks on individual members of the Port Commission or the Port Authority's staff, (ii) make profane or slanderous remarks about anyone, (iii) make threats of violence against any person, (iv) use vulgar or obscene language, (v) yell or scream while speaking, or (vi) speak beyond the allotted time limit.

c. The Chairman may order persons who do not conduct themselves in an orderly and appropriate manner and abide by this Policy to leave the Public Meeting and deny them the opportunity to speak at that Public Meeting and subsequent Public Meetings.

D. Policy Exceptions.

1. The Port Authority reserves the right to waive this Policy to accommodate the comments of persons and organizations invited by the Port Authority to speak at Public Meetings.

2. The Port Commission reserves the right, on behalf of the Chairman of any Public Meeting, to waive this Policy when necessary to conduct a Public Meeting efficiently and effectively.

E. Reasonable Accommodations. Persons with disabilities may contact the office of the Chief Executive Officer if needing reasonable accommodations to participate in a Public Meeting. Such requests should be received at least forty-eight (48) hours prior to the Public Meeting. If a request for an accommodation has been submitted but due to circumstances is no longer needed, the office of the Chief Executive Officer should be promptly informed.

F. Adoption. This Policy was adopted by the Port Commission on July 21, 2020.