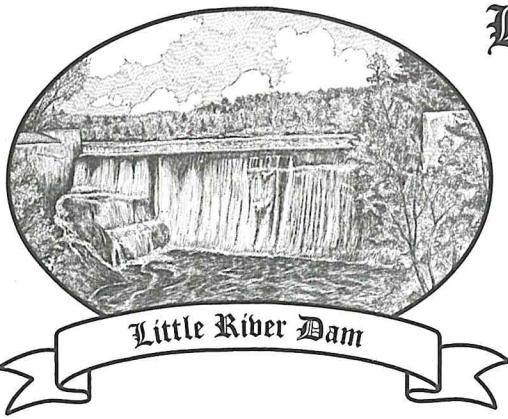


Belfast Water District

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BOARD MEETING GROUND RULES, GOALS

- Effective and considerate communication between Trustees and the Public
- Respect, Civility, Listening, Efficiency

GROUND RULES FOR OPEN-TO-THE-PUBLIC AND PUBLIC HEARINGS

- The Chairman will provide concise rules for speaking at Open-to-the Public and Public Hearings.
- OPEN-TO-THE-PUBLIC should encompass all public comments to be heard at the meeting.
- PUBLIC HEARINGS focus on a subject. Speakers must remain on the subject of the Hearing. If a Speaker significantly strays from the subject, the Chairman or a Trustee, with the Chairman's recognition, may suggest that the Speaker is Out of Order. The Chairman may allow the Speaker to continue to speak.
- A Speaker will state their name and address of residency before proceeding with their statement.
- Each Speaker will be allotted five (5) minutes to speak, unless the Chairman decides that one three (3) minute extension is allowable and appropriate.
- Speakers will respect the Board as a Body, individual Trustees, and the Public.
- Speakers will refrain from specifically naming a person, business, or establishment within their statement.
- Speakers will be informed that they cannot expect an oral response to their statements and that this is a time for the Board to listen and reflect on what is said for possible future discussion or action.
- The Public Audience and Trustees will respect the Speaker and the Speaker's Message and will not make noise or comments.
- Trustees may ask specific questions, including clarifications and details of information provided, when recognized by the Chairman.

GENERAL MEETING GUIDELINES

- Show respect to the Trustees and the Public.
- Work towards concise communications.
- Try to finish meetings in a timely manner.
- Organize meetings such that the agenda topic prompting public input is scheduled earlier in the agenda.
- The Chairman may call for a break during the meeting at any time for a short period. Trustees may continue to take personal breaks as they see fit.
- The Board shall make all actions and representations as a body.

This policy will remain in force indefinitely unless amended or rescinded.

Adopted by the Belfast Water District Board of Trustees on October 2, 2023