

### Written Comment

- Written comment on agenda items may be submitted to the [Staff Liaison](#) by 12PM the day before the scheduled meeting.
- Comments received before the deadline will be compiled and sent to the TCRA Board for review and consideration before discussion of the agenda item.
- To address written comments, the meeting Chair will ask if any were received and the answer will be reflected in the meeting minutes.
- Written comments received after the deadline will not be made part of the official record of the meeting.

### Verbal Comment

- All comments must be limited to items on the agenda. Speakers are asked to introduce their comment with the specific agenda item(s) they will address.
- To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone.
- When a physical meeting space is available, speakers wishing to submit comment will be instructed where to sign in.
- To ensure equal opportunity for the public to comment, each speaker's comments will be limited to two minutes per person, per meeting.
- Speakers may address more than one agenda item, however each speaker may address the Board only one time during the Public Comment portion of the meeting.
- The meeting Chair reserves the right to make one or both of the following adjustments to the Public Comment portion of any meeting:
  - Limit the number of speakers, or
  - Adjust the length of time each speaker has to make comments.
- The meeting Chair retains the authority to determine whether a speaker's remarks fail to comply with the scope of the TCRA's Public Comment policy and suspend a person's right to speak, subject to the Board's right to overrule such a decision.

No person may use Public Comment to campaign for or against electoral or ballot proposition, or for advertising of any product or services.