



Sound Transit

Public Comment

Citizen comments are an important part of the public process at Sound Transit. The Board of Directors takes comments seriously, as they are factored into their decisions. All Sound Transit Board and Committee meetings are open to the public.

The Board invites public comment on items that are on that day's agenda for action. If you wish to address the Board, we ask that you fill out a sign up sheet before the meeting is called to order. Blank sheets are available on the table outside the Ruth Fisher Boardroom. You can drop your sheet into the tray provided or give it to any Board Administration staff member. At the point in the meeting when the Board hears public comment, the Chair will call your name from your sign up sheet.

Before calling up the first speaker, the Chair will announce the amount of time each person will have to speak. Generally, comments will be limited to three minutes.

Once the meeting has been called to order, the blank sign up sheets are removed. At the discretion of the Chair, however, the Chair may ask if anyone who didn't sign up would like to testify. If you wish to speak, please stand up and move toward the microphone. We may ask you to fill out a sign up sheet so we have the correct spelling of your name.

If your comments are not directly related to the action items on today's agenda, feel free to send them to us and we will make sure they are provided to the Board:

Board Administrator
Sound Transit
401 South Jackson Street
Seattle, WA 98104

Or e-mail to: kari.feeney@soundtransit.org

(See reverse side for some public comment tips.)

Public Comment Tips

- ***Sign-Up Sheet:*** Before the meeting starts, fill out a blank sign sheet before the meeting is called to order and drop it into the tray provided or give it to any Board Administration staff member. Blank sign up sheets are available on the table outside the Ruth Fisher Boardroom.
- ***Be Ready:*** Please be in the room when the Chair calls your name.
- ***Courtesy:*** This is a public meeting and we recognize there may be diversity of viewpoints. Clapping or noise in support or in opposition to an individual's comment is discouraged. Personal attacks will not be allowed.
- ***Time Limit:*** Public comment is limited to three minutes per individual; additional time may be granted if a spokesperson is selected to represent several individuals.
- ***Be Informed:*** Prior to planning your comment, read staff reports, attend meetings, get the facts, etc.
- ***Time Saving Steps:*** Occasionally many people may sign up to speak. To be able to accommodate everyone and allow adequate time for the Board to deliberate and take action, we ask you to be ready when your name is called and to limit your comments to the time allotted (usually 3 minutes). To assist you, we use a timer with three lights – a steady green light comes on when you begin speaking and flashes when there's 1 minute remaining. The amber light will come on when there's 30 seconds left. When the red light comes on and a beep sounds, it means your time is up. If your comments exceed the time limit, the Chair may interrupt you and ask you to summarize. Please make the summary brief.
- ***Remember Your Objective:*** Usually the objective is to persuade the Board members to vote or decide in favor of your side of the issue. Due to the limited amount of time you have to speak, you may want to avoid long stories. One idea to help make your comments effective is to organize your points so they're easily understood and then close by stating your recommendations.
- ***Differing Viewpoints:*** Most issues have at least two sides. The Board must balance all views, interests, proposals, as it determines the best course for serving the overall good of the public.