



Sound Transit

Rules for Public Comment

Citizen comments are an important part of the public process. The Sound Transit Board takes comments seriously and considers them in its deliberations. All Sound Transit Board and Committee meetings are open to the public.

The Board welcomes public comment on items that are on that day's agenda for final action. If you wish to address the Board, you must print your name, the agenda item, and the comment topic on the sign-up sheet located in the Boardroom prior to the start of the meeting.

As time permits, the public will have an opportunity to comment on a final action as long as the comments are germane. Speakers will limit their comments to issues that the speaker has identified on the 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 two minutes. The microphone will be turned off at the end of the speaker's allotted time or if the speaker uses personal attacks, or makes remarks unrelated to the comments summarized by the speaker on the sign-up sheet.

Because public comment is permitted only on certain agenda items, please ask Board Administration staff for a general comment sheet for comments about issues not directly related to today's agenda items. All comments received will be provided to the Sound Transit Board. You may also mail or email your comments to the following address:

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

Or e-mail to: boardadministration@soundtransit.org

(See reverse side for some public comment tips.)

Public Comment Tips

- ***Sign-Up Sheet:*** Print your name, the agenda item, and the comment topic on the sign-up sheet located in the Boardroom prior to the start of the meeting. Only people that sign-up will be called upon to comment.
- ***Be Ready:*** Please be in the boardroom and ready to speak when the Chair calls your name.
- ***Appropriate Topics for Public Comment:*** Comments must be on an item on today's agenda for final action and must stay on the issue you described on the public comment sign-up sheet.
- ***Time Limit:*** Public comment is limited to two minutes per individual; additional time may be granted by the Chair if a spokesperson is selected to represent several individuals that are present during the meeting. To assist you, we use a timer that will count down the amount of time you have left. When there is no time left on the clock and you hear the beep, it means your time is up. The microphone will be shut off at the end of your time.
- ***Appropriate Behavior:*** Out of respect for differing viewpoints and the public comment process, clapping or making noise in support or in opposition to public comments is not allowed. Additionally, personal attacks will not be allowed and may result in the microphone being shut off and being asked to leave the meeting.
- ***Remember Your Objective:*** Usually the objective of public comment is to persuade 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, it is recommended that you state the most important information early in your remarks and 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.
- ***Diversity of Opinion:*** Please be aware that most issues have at least two sides. The Board must balance all views, interests, and proposals as it determines the best course for serving the overall good of the public.