

County of Santa Cruz Fish and Wildlife Advisory Commission

Public Comment Policy

December 6, 2018

This policy statement consists of two parts:

1. Public participation policy included in the bylaws
2. Policy for written correspondence

The County of Santa Cruz Fish and Wildlife Advisory Commission Bylaws state that:

Public Participation in Commission meetings shall be allowed as follows:

1. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.
3. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item allotted for public testimony or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

Written Correspondence: To comply with the Brown Act, the County is required to post and distribute the Commission's agenda 72 hours prior to the meeting. For a regular Thursday 7:00 pm meeting, the meeting agenda must be posted by the Monday before the meeting at 7:00 pm. However, to allow more time for commissioners to review the agenda materials, agendas are typically posted by the Friday before the meeting.

Any member of the public may submit written correspondence to the commission that will be included in the agenda packet. Written correspondence shall be sent to the commission's administrative aide and must be received by the second Monday before the meeting (10 days before the meeting date) to be included with the agenda. Written correspondence sent as emails must clearly state that they are intended as written correspondence and not general communication with staff.

After the agenda has been posted, written correspondence that is received by Wednesday, the day before the Thursday meeting, at noon, will be sent to the commissioners and the public distribution list. Written correspondence received after this deadline will not be distributed but will be attached to the agenda for the following meeting.

Written correspondence can consist of original letters or emails and include attachments of emails or correspondence from public employees or letters in the public arena. Written correspondence should not include communication from persons not aware that their communications will become part of the public record.

Written correspondence must be sent to Kristen Kittleson, kristen.kittleson@santacruzcounty.us