

A. PUBLIC ACCESS TO BOARD MEETINGS

The Board allows a reasonable amount of time for citizen communication. Citizens who do not speak English or are hearing impaired are encouraged to contact FCAD at least 72 hours in advance of their communications to the board so that arrangements can be made to provide an interpreter. Citizens with disabilities who need special accommodations should also contact FCAD at least 72 hours in advance so a reasonable accommodation can be arranged.

B. CITIZEN COMMENTS ON APPRAISAL DISTRICT POLICIES, PROCEDURES, OR ISSUES

At each regular meeting the Board shall schedule up to thirty (30) minutes to hear citizen communications not on the agenda. Citizens may sign up as they arrive and the first six (6) who sign up shall be heard (this refers to single individuals appearing on their own behalf). Delegations of more than five (5) persons with the same interest in a communication should appoint a spokesperson to present their viewpoint to the Board. Except when the Board conducts a public hearing on a particular issue, the Board will receive citizen comments only during the period specified by the agenda for public comments.

Each individual heard shall be allotted no more than five (5) minutes for the presentation. Such presentation shall be limited to citizens who wish either to bring information to or request information from the Board. The Chairperson may expand the

speaker's time as needed if doing so will not affect the ability of the board to complete its business and adjourn the meeting at a reasonable time. The Board may respond to requests for future information or requests for information concerning existing Board policies, but may not deliberate, discuss or make any decision on any communication presented in this matter.

If the matter should appropriately be handled through the complaint procedure, the citizen shall be informed of the policy. No complaint against an employee shall be formally heard unless complaint procedures are followed and the item is properly scheduled on the agenda. All complaints shall be presented to the Chief Appraiser before taken to the Board.