

Procedures Regarding Public Testimony Before The TriMet Board of Directors ("Board")

The TriMet Board of Directors (Board) generally holds its regular meeting on the fourth Wednesday of every month. During the months of November, December and August, Board meetings are often held at an earlier date. Public notice is provided in advance of the time and location of all Board meetings.

Board agendas are published on the Friday or Saturday before each Wednesday's regular meeting and are also put on TriMet's website (trimet.org). Public comments are also welcome by sending an email to boardtestimony@trimet.org.

The Board greatly values public comment via public testimony or submission of written comments to the Board. The following procedures apply to public testimony before the Board.

(A) Public Hearings on Ordinances

Purpose: Ordinances are guided by statute and may require a public hearing. To honor that process, we will hold the public hearing on the first reading of an Ordinance during the Business Meeting.

(B) Public Forum Communications

Purpose: To provide a procedure for general public communications before the Board during the Public Forum portion at regular Board meetings. These communications allow the Board to hear testimony on specific resolutions, TriMet operations and policies, and general transit issues that interest citizens and customers, but does not allow an opportunity for dialogue.

(C) Public Testimony Procedures

According to the Oregon Fire Code, maximum occupancy in the Boardroom is eighty persons. If at any time the room reaches maximum occupancy, overflow attendees may be allowed to enter the Boardroom after in-room occupancy has been reduced.

The Procedure for presenting public testimony to the Board is as follows:

- Sign-up for both in-person and virtual public testimony is available in advance online at <https://trimet.org/meetings/board/>
- Advance online sign-up for both in-person and virtual testimony will close at 12:00pm the day prior to the meeting.
- Advance online sign-ups will receive an email from the Board Administrator confirming speaker order and virtual participants will be provided with a Zoom link.
- Public testimony sign-up will also be available the morning of the Board meeting 30 minutes prior to the scheduled start of the public forum.

- Sign-up for public testimony is on a first come, first serve basis. Advance online sign-ups will be given priority, followed by in-person sign-ups, and then virtual participants.
- Unless otherwise published, TriMet's Public Forum is scheduled at 9:00 a.m. prior to the Board's regular business meeting and is scheduled for 45 minutes. Individuals who have signed up to testify will be invited to do so by the Board President or Presiding Officer.
- Each individual called has two to three minutes to testify, unless otherwise stated in advance by the Board President or Presiding Officer.
- Those called to testify before the Board will provide their testimony from the testimony table.
- When testifying there is a timer on the table. When the light turns yellow an individual will have 30 seconds left to complete his/her comments. When the light turns red the individual will be expected to complete his/her comments. If the person does not meet this time limit, the microphone may be turned off. This ensures equal time for those wishing to testify.
- Verbal comments need to be conducted in respectful speech with no personal attacks. Public comments should be focused on issues that are before the Board or under the Board's jurisdiction.
- Those addressing the Board are encouraged to effectively utilize their time and limit repetitious testimony, so as to provide the greatest opportunity for others to also testify within the time allotted for public testimony.
- Written copies of testimony are encouraged to be provided to the Board Administrator by 12:00 p.m. on the day prior to the Board meeting by either e-mail to boardtestimony@trimet.org or delivery to 101 SW Main St, Suite 700, Portland, OR 97202. These copies will be provided at the Board meeting to each Board member and the TriMet General Manager. If you bring written testimony to the Board meeting, please provide 10 copies.

