



ARCH EXECUTIVE BOARD PUBLIC COMMENT INSTRUCTIONS

The ARCH Executive Board welcomes public comments and has established the following guidelines. Members of the public may choose to make comments in writing, in person at the meeting, or virtually.

1. WRITTEN PUBLIC COMMENT

- a. You may submit written public comment by mail or email to: info@archhousing.org with PUBLIC COMMENT TO EXECUTIVE BOARD in the subject line. The address to mail public comment to is ARCH, 16305 NE 87th St, Suite 119, Redmond, WA 98052.
- b. Please provide your name, contact information and the organization you represent (if any).
- c. Comments received by noon on the day prior to the Board meeting will be distributed to the Board on the day of the meeting. Comments will not be read verbally in the meeting.

2. ORAL PUBLIC COMMENT (In Person or Virtual)

- a. You may provide oral public comments in-person or virtually. Information for virtual attendance will be provided to you once a registration has been received.
- b. The registration form is available at www.archhousing.org/publiccomment. Please be sure to register by 8:00 am on the day of the meeting, or sign up in person prior to the start of the meeting.
- c. Public comment is limited to 3 minutes per person, with up to 10 minutes for the Public Comment period of the agenda. If more than 3 people are registered to provide public comment, the Chair will have the option of adjusting public comment to 1 or 2 minutes per person to accommodate more speakers.
- d. The Chair will call on you when it is your turn to speak. Please state your name, the organization you represent (if any) and the subject you will be addressing.

3. GENERAL GUIDELINES

- a. Those offering public comment are encouraged to focus on matters that directly relate to ARCH and the responsibilities of the Executive Board.
- b. Persons participating in the Public Comment period of the ARCH Board meeting must not engage in speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Disruptions may include, but are not limited to, using or engaging in profanity, hate speech, slurs against others, disruptive noise, comments that are off-topic, are made for purpose of delay, and/or and detract from the ability of the Board to conduct business. The Chair may issue a verbal warning to the speaker if their conduct does not conform to the above guidelines. If the speaker does not heed the Chair's warning, the Chair may have the speaker removed from the room or muted for the remainder of the meeting.