



GUIDELINES FOR HANDLING WRITTEN PUBLIC COMMENTS DURING CAMBRIA COMMUNITY SERVICES DISTRICT BOARD MEETINGS

1. Submission Process for Written Comments

- Written comments should be submitted to the Confidential Administrative Assistant via email or the website at least 24 hours before the Board meeting. This will provide the Board with greater opportunity to review and consider issues and/or concerns expressed in the written comments prior to the meeting.
- The submission process should be clearly communicated on the meeting agenda and the District's website, including the deadline and method for submitting comments.
- Written comments will not be read aloud during the meeting.

2. Identification for Written Comments

- The following advisement shall also be included on the Agenda and CCSD website: "Important Notice: Personal information, such as names, e-mail addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. Written communications to the District Board of Directors, Committees, or staff regarding agenda items are considered public records and are accessible to the public through the District website and kept in agenda packet archives. Do not include any personal or private information in written communications to the District that you do not wish to be made public."
- Any written comment submitted anonymously will be accepted and distributed; however, the agenda will also indicate that as a matter of Board policy, anonymous written comments will not be considered or discussed by the Board.

3. Distribution to Board Members

- The written comments submitted at least 24 hours in advance of the Board meeting will be compiled and distributed to all Board members for review, and posted on the District's website.

4. Inclusion in Meeting Minutes

- All written comments received will be referenced in the meeting minutes.

5. Inappropriate Comments

- Written comments must pertain to matters within the subject matter jurisdiction of the Board or to an item on the meeting agenda. While, pursuant to Government Code Section 54954.3(c), persons are entitled to criticize the District's policies, procedures, programs and services, and the acts or omissions of the Board, persons commenting are asked to refrain from offensive language or personal attacks.

6. Posting of Written Comments

- Written comments submitted at least 24 hours in advance of the Board meeting shall be compiled and posted on the District's website, and copies will be available at the meeting.