



BOARDS OF DIRECTORS

San Joaquin Hills Transportation Corridor Agency
Foothill/Eastern Transportation Corridor Agency

BEST PRACTICES AND PROCEDURES

PURPOSE

The purpose of this policy is to set forth rules of order and procedures relating to meeting for the San Joaquin Hills Transportation Corridor Agency and the Foothill/Easter Transportation Corridor Agency.

Submittal of Information by Members of the Public for Dissemination or Presentation at Public Meetings. Members of the public may submit information in hard copy form, or present information in electronic form or audio-visual media to supplement their testimony before the Board of Directors.

- (1) To ensure that staff can facilitate the use of electronic and audio-visual media materials in a timely and efficient manner, to provide staff with sufficient time to check for viruses, broadcast quality and compatibility, and to ensure that the materials do not contain inappropriate content (e.g., depictions prohibited by law), the information must be submitted consistent with the parameters set forth below.
- (2) All supplemental agenda related materials, including but not limited to PowerPoint presentations, videos, photographs, e-mails, writings and hard copy documents presented by members of the public prior to or at a public meeting shall become part of the public record and will be kept on file in the Clerk of the Board according to retention schedules.
- (3) The deadlines noted below do not preclude members of the public from submitting agenda related information in hard copy form prior to a meeting date. The Clerk of the Board will ensure that the Directors receive a copy of the information during consideration of the item.
- (4) Agency policy is to limit public testimony to three (3) minutes per speaker (unless extended by the Chair) which includes the presentation of any electronic, audio-visual information or hard copy information.
- (5) Members of the public are encouraged to arrive at the public meeting early and check in with the Clerk of the Board to finalize the details of their presentation and to complete a speaker's card.

- (6) No unauthorized laptop computers or other media devices will be connected to the Agency's media system.
- (7) **Written Materials/handouts.** Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Boards. Please provide twenty-seven (27) copies of the information to be submitted and file with the Clerk of the Board at the time of arrival to the meeting. This information will be disseminated to the Board of Directors at the time testimony is given.
- (8) **Large Displays/Maps/Renderings.** Any member of the public who desires to display freestanding large displays or renderings in conjunction with their public testimony is asked to notify the Clerk of the Board no later than twenty-four (24) hours prior of the scheduled meeting so that an easel can be made available if necessary.
- (9) **Electronic Documents/Audio-visuals:** Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Clerk of the Board no later than twenty-four (24) hours prior to the scheduled meeting. Information must be provided on CD, DVD, memory stick, or can be emailed to clerkoftheboard@thetollroads.com no later than twenty-four (24) hours prior to the scheduled meeting. Members of the public will be asked to provide their name, identify the meeting and the agenda item to be addressed, and a day time phone number. To facilitate your request, contact the Clerk of the Board at (949) 754-3402.
- (10) Agency staff will preload and queue the electronic information in the Agency's media system and display it when the public member is called upon to speak. The Clerk of the Board will notify the person submitting the information as soon as possible prior to the meeting if the information cannot be accessed, if the version provided is incompatible with the Agency's system, or if the content is deemed inappropriate (e.g., depictions prohibited by law).