



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 submission portal 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

- Individuals submitting written comments are encouraged to provide their full name and contact information (such as an email address or phone number). This ensures transparency and accountability in the public comment process.
- The following shall also be included on the Agenda and CCSD website: "Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information will be redacted by District staff for privacy purposes prior to distribution and posting. Please do not include any other information in your communication that you do not want to be made public, since written comments will be public records."
- 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 in advance will be compiled and distributed to all Board members 24 hours before the Board meeting for review.
- Written comments will be posted on the District's website 24 hours before the meeting.
- Any written comments received after the 24-hour deadline, but prior to the meeting will not be archived/distributed until the following day.

4. Inclusion in Meeting Minutes

- All written comments received will be acknowledged in the meeting minutes, except that any written comments received after the 24-hour deadline will be noted as having been submitted past the deadline and not having been distributed in advance to the Board for consideration.

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 and Announcement of Written Comments

- The written comments submitted in advance shall be compiled and posted on the District's website 24 hours before the meeting, and copies will be available at the meeting
- At the beginning of the general public comment portion of the meeting, and public comment on specific agenda items, staff shall announce which written comments were received prior to the 24 hour deadline, posted on the District's website, and distributed to the Board.