



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 9

Fiscal Year 2021-2022 Climate Action Events

**Board of Directors Special Meeting
April 7, 2021**

**Lisa Fasano
External Affairs Officer
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Outcome



Board support for ongoing climate events program with
Acterra: Action for a Healthy Planet

Outline



- Summary of partnership history with Acterra
- Project History
- Overview of past events
- Event proposal for 2021-2022 climate events

Requested Action



Board approval for contract with Acterra: Action for a Healthy Planet in the amount of \$180,000

Partnership History



- Air District explored options for air quality awards program
- Attempts to develop an effective awards program hampered after the 2008 financial crisis
- 2016 - Acterra approached the Air District requesting sponsorship for Business Environmental Awards Program
- 2017 - Spare the Air Leadership Award launched as part of the Acterra Business Environmental Awards Program

Project History



History of BAAQMD projects with Acterra: Fiscal Year (FY) 2017 through FY 2021					
	Fiscal Year: FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Projects					
Spare the Air Leadership Award	\$40,000	\$45,000	\$45,000	\$50,000	\$50,000
Lecture Series		\$10,000	\$10,000	\$10,000	\$15,000
EV Workshops and Ride/Drive Events	\$1,500	\$18,000			
Clean Air Plan Workshops		\$6,500			
Induction Workshops and Demos			\$8,500		
Climate Friendly Cuisine Conference		\$10,000	\$30,000		
Plant-forward Online Education Events				\$40,000	\$39,030
TOTAL	\$41,500	\$89,500	\$93,500	\$100,000	\$104,030

Proposal



Acterra 2021-2022 Climate Events	Timing	Cost
Live Cooking Demonstrations and Marketplace Event - Online	Fall 2021	\$50,000
Holiday-themed Live Cooking Demonstrations Event – Online	Winter 2021	\$50,000
Online Pledge Tracking Tool	Year Round	\$10,000
Public Lecture Series - 4 total	Quarterly	\$20,000
Spare the Air Leadership Award	Spring 2022	\$50,000
Total		\$180,000

Feedback Requested/Prompt



Authorize the Executive Officer/APCO to enter into an agreement with Acterra to sponsor climate events in the amount of \$180,000 for fiscal year 2021- 2022.



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AGENDA: 17

Amendments to Regulation 3: Fees

**Board of Directors Special Meeting
April 7, 2021**

**Fred Tanaka
Air Quality Engineering Manager
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Outcome



Update Board of Directors on Proposed Regulation 3 (Fees) Amendments

Outline



- Cost Recovery Background
- Proposed Fee Amendments
- Rule Development Schedule
- Questions

Requested Action



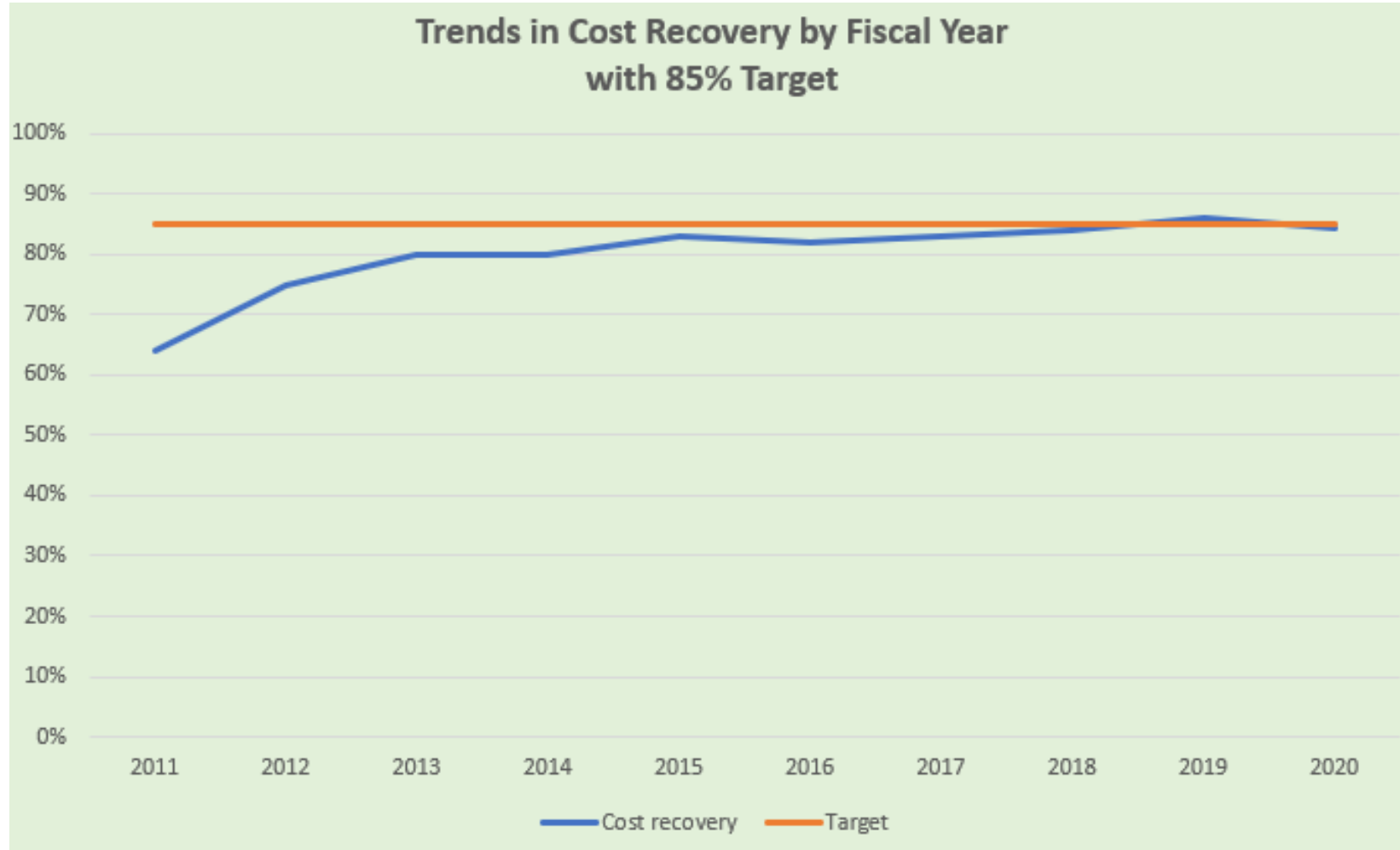
Receive Testimony

Cost Recovery Background



- Air District has authority to assess fees to recover the reasonable costs.
- Board of Directors set goals of increasing cost recovery to a minimum of 85%.
- Fee amendments will be made in consideration of cost recovery analyses at the fee schedule-level.
- Cost recovery is also impacted by:
 - New and enhanced programs
 - Priorities
 - Staffing levels

Trends in Cost Recovery from Regulatory Fees: 3-Year Average



Draft Fee Amendments: Proposed Changes to Fee Schedules



Revenue from Fee Schedule	Change in Fees	Fee Schedules
95 – 110% of costs	1.5% increase (CPI-W*)	B, D, M
85 – 94% of costs	7% increase	F, P
75 – 84% of costs	8% increase	E, H
50 - 74% of costs	9% increase	G2, G3, G4, T, V
Less than 50% of costs	15% increase**	A, G1, K, N, S, W

* The annual Consumer Price Index for Bay Area Urban Wage Earners and Clerical Workers (CPI-W) increase.

** 2018 Matrix Consulting Group Cost Recovery and Containment Study recommendations.

Proposed Changes to Fee Schedules (cont.)



Fee Schedules with 1.5% increase

Schedule B: Combustion of Fuels

Schedule D: Gasoline Transfer at Gasoline Dispensing
Facilities, Bulk Plants, and Terminals

Schedule M: Major Stationary Source Fees

Fee Schedules with 7% increase

Schedule F: Misc. Sources (storage silos, abrasive blasting)

Schedule P: Major Facility Review Fees

Proposed Changes to Fee Schedules (cont.)



Fee Schedules with 8% increase

Schedule E: Solvent Evaporating Sources

Schedule H: Semiconductor and Related Operations

Fee Schedules with 9% increase

Schedule G-2: Misc. Sources (e.g., asphaltic concrete, furnaces)

Schedule G-3: Misc. Sources (e.g., metal melting, cracking units)

Schedule G-4: Misc. Sources (e.g., cement kilns, sulfur removal and coking units, acid manufacturing)

Schedule T: Greenhouse Gas Fees

Schedule V: Open Burning

Proposed Changes to Fee Schedules (cont.)



Fee Schedules with 15% increase

Schedule A: Hearing Board Fees

Schedule G-1: Misc. Sources (e.g., glass manufacturing, soil remediation)

Schedule K: Solid Waste Disposal Sites

Schedule N: Toxic Inventory Fees

Schedule S: Naturally Occurring Asbestos Operations

Schedule W: Petroleum Refining Emissions Tracking Fees

Assembly Bill (AB) 617 Community Health Impact Fee

- Charged during or after permit renewal for Title V facilities
- No change in the 6.7 percent of the permit renewal fee

Other Proposed Amendments



Specific fees in Regulation 3, Section 300 are proposed to be increased 1.5% based on the CPI-W

- Section 3-302: New and modified source filing fees
- Section 3-311: Emission Banking Fees
- Section 3-312: Regulation 2, Rule 9 Alternative Compliance Plan fee
- Section 3-320: Toxic Inventory maximum fee
- Section 3-327: Permit to Operate renewal processing fee
- Section 3-337: Exemption Fee
- Section 3-341: Fee for Risk Reduction Plan
- Section 3-342: Fee for Facility-Wide Health Risk Assessment
- Section 3-343: Fees for Air Dispersion Modeling

Other Proposed Amendments (cont.)



Increase Risk Assessment Fee (RAF) in Schedule D.A for Gas Dispensing Facilities (GDFs)

- Increase current fee by 15% for modified GDFs
- Charge \$3,827 for new GDFs

Section 3-305: Cancellation or Withdrawal

- Clarify language on credited fees if application is resubmitted

Other Proposed Amendments – Fee for CTR Implementation



California Air Resources Board (CARB), adopted a new regulation for criteria pollutant and toxics emissions reporting titled, “Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants (CTR)”.

- Implementation includes:
 - System/programming changes, compressed timeframe, future data needs, notification, customer support, and enforcement
- We estimate \$1.5 million per year is needed for implementation

Other Proposed Amendments – Fee for CTR Implementation (cont.)



Current proposal

- Each permitted facility shall pay a CTR fee equal to 4.4% of their facility's annual total permit renewal fee.
- Fee is capped at \$50,000.

Impact on Large Facilities: Power Plants



	Annual Permit Fee Increase/Decrease (Fiscal Year Ending)						
	2020 % fee change, actual/predicted		2020 renewal fee	2021 % fee change, actual/predicted			2021 renewal fee*
Delta Energy	23.3	5.8	\$460,000	16.7	5.7	\$530,000	9.2
Los Medanos	-1.9	6.9	\$400,000	14.2	5.7	\$460,000	9.4
Gateway	8.2	6.0	\$360,000	10.0	5.7	\$390,000	9.3
Crockett Cogen	9.7	5.8	\$270,000	11.4	5.7	\$300,000	9.1

*Some renewal fees normalized for CTR.

**Projected impact is based on the same permitting scenario as the previous year including active equipment and production rates.

Impact on Large Facilities: Petroleum Refineries



Annual Permit Fee Increase/Decrease (Fiscal Year Ending)							
	2020 % fee change, actual/predicted		2020 renewal fee	2021 % fee change, actual/predicted		2021 renewal fee	2022 <i>Projected*</i> , % fee change
Chevron	0.8	12	\$3.7 million	15.0	2.4	\$4.2 million	7.2
Martinez Refining Co.	1.3	11.7	\$3.5 million	17.4	2.4	\$4.1 million	8.0
Phillips 66	14.6	8.5	\$1.9 million	18.5	4.3	\$2.3 million	8.3
Valero	23.2	13.3	\$2.3 million	17.2	3.7	\$2.7 million	8.6
Tesoro**	22.3	1.9	\$2.9 million	8.3	3.2	\$3.1 million	7.7

*Projected impact is based on the same permitting scenario as the previous year, including active equipment and production rates.

**Projected 2022 increase is based on previous year's fees operating as a fossil-fuel refinery.

Impact on Small Businesses



Facility Type	Current Fees (prior to change)	Proposed Fees (post change)	Proposed Fee Increase	Proposed % Increase
Gas Station ^{1,2}	\$239	\$255	\$16	6%
Dry Cleaner (registered) ¹	\$259	\$259	\$0	0%
Auto Body Shop ^{1,3}	\$729	\$815	\$86	12%
Back-up Generator ^{1,3}	\$382	\$405	\$23	6%

1. Assuming facility has only one source.
2. Assuming source has one single-product gasoline nozzle.
3. Assuming source qualifies for minimum fee.

Rule Development Schedule



Budget Advisory Group (BAG) meeting #1	January 19, 2021
Public workshop	February 18, 2021
Budget Advisory Group meeting #2	March 15, 2021
Administration Committee briefing	March 17, 2021
Written workshop comments due	March 19, 2021
Board of Directors first public hearing to receive testimony	April 7, 2021
Written Public Hearing comments due	April 30, 2021
Board of Directors second public hearing to consider adoption	June 16, 2021
Proposed fee amendments effective	July 1, 2021

Feedback Requested/Prompt



Public Testimony and Board Comments



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AGENDA: 18

Rulemaking Efforts and Progress

**Board of Directors Special Meeting
April 7, 2021**

**Elizabeth Yura
Director, Rules Division
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Outcome



Provide a status update on Air District rule development efforts, including Assembly Bill (AB) 617 Expedited Best Available Retrofit Control Technology (BARCT) Schedule rules and other rule development efforts, and rule development challenges

Outline



- AB 617 Expedited BARCT Rules
- Other Rule Development Efforts
- Rule Development Challenges
- Questions / Comments

Requested Action



No Action Requested

Rule Development Schedule



AB 617 BARCT Schedule Rules	Pollutant(s)	Next Milestones	Board Hearing
Rule 6-5: Refinery Fluid Catalytic Crackers	PM, SO ₂	N/A	June 2021
Rule 8-5: Organic Liquid Storage Tanks	VOCs, TACs	WS: Q2/Q3 2021	Q4 2021
Rule 8-8: Rule Petroleum Wastewater Treating	VOCs, TACs	WS: Q1 2022	Q4 2022
Rule 8-18: Refinery Heavy Liquids Leaks	VOCs, TACS	SSCI: Q4 2021	Q1/Q2 2022
Rule 9-13: Portland Cement Manufacturing	PM, SO ₂	SSCI: Q1 2022	TBD
Rule 9-14: Petroleum Coke Calcining Operations	PM, SO ₂	SSCI: Q1 2022	TBD

WS: Workshop

SSCI: Stationary Source and Climate Impacts Committee

AB 617 Expedited BARCT Rules



Rule 9-13: Portland Cement Manufacturing

- Federal Consent Decree:
 - Finalized: November 2020
 - Effective: November 2021
- Rule development pending outcome of Consent Decree

Rule 9-14: Petroleum Coke Calcining Operations

- Adopted 2016
- Phillips 66 refinery conversion to renewable fuels production
- Impact on Coke Plant operation is unknown
- Staff to determine if moving forward with rule revisions later this year

Rule Development Schedule (cont.)



Other Rule Development Efforts	Pollutant(s)	Next Milestones	Board Hearing
Rule 2-5: Toxic Permitting	TACs	WS: Q2 2021	Q4 2021
Particulate Matter Efforts <ul style="list-style-type: none"> • Construction and Concrete Plants • Data Centers and Back-up Generators 	PM, TACs DPM	SSCI: Q4 2021 SSCI: Q2 2021	n/a n/a
Organic Materials <ul style="list-style-type: none"> • Rule 13-2: Organic Material Handling • Rule 13-3: Composting Operations 	VOCs, PM	BMPs: Q3 2021	n/a
Rule 13-5: Hydrogen Plants	GHGs, VOCs	SSCI: Q4 2021	Q2 2022
Residential Appliances <ul style="list-style-type: none"> • Rule 9-4: Residential Furnaces • Rule 9-6: Gas-Fired Water Heaters 	NOx, PM, GHGs	SSCI: Q2 2021 WS: Q3 2021	Q2 2022
Regulation 1: Definition of Refinery	n/a	n/a	Q4 2021 / Q1 2022

WS: Workshop
 SSCI: Stationary Source and Climate Impacts Committee
 BMPs: Best Management Practices

Other Rule Development Efforts



Rule 2-5: Toxic Permitting

- Adopted 2005
- Addresses toxic compound emissions from new and modified sources
- Concepts:
 - Reduce the allowable risk threshold
 - Consider background risk levels and community vulnerabilities
 - Update health risk assessments procedures for gasoline dispensing facilities (e.g., gas stations)
- Workshop: Q2 2021
- Board Hearing: Q4 2021

Other Rule Development Efforts (cont.)



Particulate Matter (PM) Reduction Efforts

- Construction Activities and Concrete Batch Plants
 - PM and Toxic Compounds
 - SSCI Committee: Q4 2021
- Data Centers and Back-up Generators
 - Diesel PM
 - SSCI Committee: Q2 2021

Other Rule Development Efforts (cont.)



Rule 13-2: Organic Materials Handling and Rule 13-3: Composting Operations

- Addresses: Volatile Organic Compounds, PM, and Greenhouse Gases (GHGs)
- Workshop in June 2019
- Stakeholder Engagement: Fall 2019
- Technical Working Group Meeting:
 - September 2020
 - October 2020
 - November 2020
- Best Management Practices Document: Q3 2021

Other Rule Development Efforts (cont.)



Rule 13-5: Hydrogen Plants

- Addresses GHGs and VOCs
- Technical Working Group Meeting: January 2020
- Draft Rule Language:
 - January 2020
 - September 2020
- SSCI Committee: Q4 2021
- Board Hearing: Q2 2022

Other Rule Development Efforts (cont.)



Rule 9-4: Residential Furnaces and Rule 9-6: Water Heaters

- Addresses Nitrogen Oxides, PM, with GHG Co-Benefits
- Climate Protection Committee: November 2020
- SSCI Committee: Q2 2021
- Workshop: Q3 2021
- Equity Analysis: Q4 2021
- Board Hearing: Q2 2022

Other Rule Development Efforts (cont.)



Definition of “Refinery”

- Addresses re-purposing of petroleum refineries to renewal fuels production
- Ensures continuous applicability of current refinery provisions
- Board Hearing: Q4 2021 / Q1 2022

Rule Development Challenges



- Changes in Rule Development Staffing
 - Several retirements – experience and institutional knowledge lost
 - Steep learning curve for expanding team – peer to peer training needed, takes time
 - Talented new members – experience increasing rapidly
- AB 617 Resource Re-allocations
 - Resources diverted to AB 617 BARCT schedule and Community Emissions Reduction (CERP) development
 - Straining resources in all divisions – capacity to engage in rulemaking limited
 - Bandwidth expected to increase some with staffing increases

Rule Development Challenges (cont.)



- Nature of Sources Regulated
 - New sources (AB 617 BARCT, organics) have not gone through technical assessment research phase
 - Rulemaking timelines extended – need additional time to develop inventory, evaluate control technologies, etc.
 - New internal processes developed to more quickly identify knowledge gaps, determine best path forward for emissions reductions

Rule Development Challenges (cont.)



- Uncertainty of the Current Times
 - COVID 19 pandemic drastically altered interactions with internal teams and external stakeholders
 - Staff and stakeholders have competing priorities, limited time and resources to engage in rulemaking process
 - Seeing more extended timelines for meetings, workshops
 - Improving as virtual interactions become more comfortable, hopeful capacity will increase soon

Feedback Requested/Prompt



None. Questions?



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AGENDA: 20A

Brown Act Selected Topics

**Board of Directors Special Meeting
April 7, 2021**

**Brian C. Bungler
District Counsel
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Outcome



Provide Overview of Selected Brown Act Topics

Requested Action



None, Informational Only

Outline



- Brown Act Fundamentals
- Relationship to Parliamentary Procedure
- Legislative Bodies under the Brown Act
- Brown Act Meetings
- Brown Act Meeting Exceptions
- Virtual Meetings
- Voting
- Public Comment

Brown Act Fundamentals



- The Ralph M. Brown Act is codified in California Government Code sections 54950, et seq.
- Purposes of the Brown Act include transparency in decision making and public participation in local government
- All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, unless an exception applies (Govt. Code § 54953)
- Brown Act purpose is broad; exceptions are narrow

Relationship to Parliamentary Procedure



- The Brown Act contains legal requirements for open meetings and public access, including some applicable procedural requirements
- Parliamentary procedure (or “law”) is intended to ensure efficient and fair meeting conduct
 - Some elements of parliamentary procedure can be found in the Air District’s Administrative Code (e.g., quorum for committees is 5 members) and other elements in publications like Robert’s Rules of Order
- If there is a conflict, the legal (Brown Act) requirements govern
 - Example: Voting - Under Robert’s Rules elections of officers are typically by secret ballot; the Brown Act, however, prohibits any vote by secret ballot

Legislative Bodies Under the Brown Act



- The following are considered “legislative bodies” under the Brown Act, among others (Govt. Code § 54952(a) and (b)):
 - The “Governing body of a local agency” or any other local body created by state or federal statute
 - Standing committees of a legislative body
 - Bodies created and/or appointed by formal action of a legislative body
- Newly elected members of the governing body even before they assume office must comply with the Brown Act (Govt. Code § 54952.1)

Brown Act Meetings



- A “meeting” is any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body (Govt. Code, § 54952.2)
- Includes meetings by teleconference, or communications by other electronic means (Govt. Code, §§ 54952.2, 54953)
- Be careful not to engage in “serial meetings” and “meetings” which may occur through use of email, communications devices (e.g., texting), and social media

Brown Act Meeting Exceptions



- Individual member contacts or conversations between member and another person
 - Be careful to avoid serial meetings
- Majority of members at open and publicized conferences, meeting of another organization, or another legislative body of another agency
 - Be careful not to discuss agency business.
- Majority of members at a purely social or ceremonial occasion
 - Be careful not to discuss agency business
 - Be wary of public perception of improper discussions

(Govt. Code, § 54952.2)

Virtual Meetings Under the Brown Act



- *In ordinary times*, the Brown Act provides that meetings may be conducted by teleconferencing (any electronic audio or video connection) under the following conditions:
 - Agendas must be posted at teleconference locations at least 72 hours before the meeting specifying all teleconference locations
 - There must be public access to each teleconference location
 - Public opportunity to speak must be provided at each teleconference location
 - All votes during teleconference meetings must be taken by roll call
(Govt. Code, § 54953 (b))

Voting



- Legislative bodies must publicly report (1) any action taken and (2) the vote or abstention on that action of each member present for the action (Govt. Code, § 54953(c)(2))
- Action by secret ballot is prohibited (Govt. Code § 54953(c)(1))
- If votes are not taken by roll call, the clerk or chair should read aloud the name of each member with his/her vote or abstention in open session

Public Comment



- Agendas must provide opportunity for public comment:
 - (1) on each item on the agenda at or before the time that it is taken up by the body; and
 - (2) on any topic within the agency's subject matter jurisdiction (i.e., on matters not on the agenda for the meeting)

(Govt. Code § 54954.3(a))

- Responses to public comment on such matters is limited. With narrow and limited exceptions, discussion and action on matters not on the agenda is prohibited. Members may only:
 - Briefly respond to statements/questions from the public
 - Ask a question for clarification
 - Make a brief announcement
 - Make a brief report on his or her activities
 - Provide a reference to staff or other sources for factual information
 - Request staff report back at a later meeting
 - Direct staff to place the matter on a future agenda

(Govt. Code, § 54954.2(a)(3))

Public Comment (cont.)



- “The legislative body of a local agency may adopt reasonable regulations on public comment, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.” (Govt. Code § 54954.3(b)(1))
- “The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body.” However, the Brown Act does not “confer any privilege or protection for expression beyond that otherwise provided by law.” (Govt. Code, § 54954.3(c))

Feedback Requested/Prompt



None. Questions?



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AGENDA: 20B

Public Meeting Best Practices

**Board of Directors Special Meeting
April 7, 2021**

**John J. Bauters
Board Secretary
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Outcome



Review and Discuss Best Practices for Public Meetings

Outline



- Consistency vs. Rigidity
- The Public Comment
- The Board Discussion
- Board Member Conduct

Goals



Listen, Learn, Engage, Employ

Important Notes



- This presentation is in no way intended to correct, reprimand, or call attention to the practices of any Board Member, Staff Member, or member of the public.
- Each public agency has its own rules, procedures, practices, and norms for running a public meeting. These tips are intended to develop norms for stakeholders and participants at Bay Area Air Quality Management District meetings.
- By consistently engaging in these baseline practices, we improve the efficacy and professionalism of the agency.


Consistency vs. Rigidity



- One of the most important ingredients for running an effective public meeting involves understanding the difference between consistency and rigidity.
- Consistency, both within and between committees, allows the public to have a reasonable expectation about the flow of the meeting, the process unfolding in the meeting, and outcomes. This allows for flexibility that is predictable and helpful to the running of the public meeting.
- Rigidity is the extreme version of consistency: it involves allowing no space for variation or accommodation.

Consistency vs. Rigidity (cont.)



- Examples:
 - We typically allow 3 minutes of public comment at our meetings, but the Chair retains the discretion to alter the amount of comment time to ensure there is enough time to hear all public stakeholders and to allow for a robust discussion/debate of the substantive issues.
 - We typically take items in the order they appear on an agenda, but we may take them out of order to get important business done or to accommodate a guest speaker.
 -  Communication + Transparency – Telling the public, stakeholders, staff and Directors what you are doing, why you are doing it, as early as possible, reduces opportunities for conflict.

Structure of an Agenda Item



- **Presentation**
 - Provided by Staff, a Board or Community Member, this portion is intended to inform all stakeholders on the action before the Board.
- **Clarifying Questions**
 - This is an opportunity to elicit additional detail about an item in the presentation through brief, succinct questions.
- **The Public Comment**
 - The public is welcome to provide their input; this is a one-directional process.
- **The Board Discussion**
 - After public comment has ended, this is the opportunity for debate.
- **The Action**
 - Typically, a Motion is made and seconded, and a vote is taken.


The Public Comment



- The Public Comment period is just one opportunity for the public to be heard.
- Members of the public are encouraged to communicate their thoughts, views, objections to, support for, or questions about agenda items in writing in advance of the meeting.
- The oral comment period at meetings is designed to respond to things mentioned during the presentation, to highlight aspects of a written public comment, or to suggest questions or actions they would like the Board to consider during discussion.
- The role of Board Members during the public comment is to be attentive, listen, take notes, and identify issues raised by public stakeholders for the subsequent discussion and debate.

The Public Comment (cont.)



- Having a successful exchange with the public comes from creating a culture of mutual respect for all participants.
- Board Members should be cognizant of how they identify and address public speakers.
 - Example: Referring to someone as "Mister" vs. "Doctor" or using a gender-designating term like "Ms." or "Sir" for a person you don't know.
 - Tip: Public Speakers in the Zoom era can and should adjust their screen name to the designation they prefer.
- Public Speakers should address their comments to the entire Board – not individual staff or Members of the Board.
-  Patience – We need to learn but also give space to grow.

The Public Comment (cont.)



- Content vs. Time or Manner Restrictions
- Courts have repeatedly held that public speakers have a First Amendment right to express themselves in public forums, such as the public meetings of government agencies. The *content* of a speakers' comments are constitutionally protected, with very few exceptions.
 - Board Members cannot censor lawful free speech, even if distasteful.
- The law allows for limits on the *time* and/or *manner* in which a person's comments are presented.
 - Time and manner limits are legal as long as they are consistent.
 - Visual aids at comment must go through the Chair. The Board should develop a policy/guidelines for that process.

The Board Discussion



- Prior to the public comment, the Chair may, at their discretion, allow directors to ask brief, clarifying questions.
 - A clarifying question is one that seeks to clarify understanding of or elicit a detail from the staff presentation that was not obvious or available.
 - A clarifying question that is preceded or followed by declaratory statements, opinions, positions, or other information that could just as easily be shared during the Board Discussion can be disrespectful to the public and their role in the process.
- When the public comment has ended, the Chair brings the item back for discussion and debate and may do brief follow-up on public comment.

The Board Discussion (cont.)



- With limited exception, the Chair should call on all other Members of the body to give remarks before giving their own.
 - Examples of Limited Exceptions: The agenda item was introduced by the Chair, or the matter involves an issue of significant public importance where the Chair opening with a statement on behalf of the agency is necessary or important.
- The Chair should not call on a Member to speak on an agenda item for a second time until all Members have had a first opportunity to speak.









The Board Discussion / Member Conduct



- Board Members should familiarize themselves with the Rules of Procedure as it relates to participating in Board discussions.
- When the Chair recognizes a Member, *only that Member* may speak unless/until the Chair has recognized someone else, or if there is a properly made and accepted *Point of Order*.
- Interrupting another Member is unprofessional, inappropriate, and disrespectful to both the Chair and the Member who has been recognized by the Chair.
- Board Members should be conscientious of how much space they are taking during discussion and balance accordingly.

Board Member Conduct



- The   to Healthy Meetings
-  Treat all other meeting participants with respect
-  Wait to be recognized when speaking
-  When speaking, recognize the importance of other voices
-  Consider how to express your own point of view instead of opposing or demeaning another person's opinion/perspective
-  When making examples, use personal experience instead of projecting – others may not see their circumstances as you do
-  Greet, welcome, invite, and thank people

Feedback Requested/Prompt



Questions and Discussion