

6. Agenda

The chief transit officer shall prepare the agenda for MTC meetings.

The chief transit officer, the Chair, or the Vice-Chair may place an item on any agenda.

Any voting or non-voting member may request the chief transit officer to place an item on a future agenda by making such a request at a meeting of the MTC. Unless a member or the chief transit officer objects, the requested item shall be placed on a future agenda. If a voting member or the chief transit officer objects, the item in question shall not be included on a future agenda unless a majority of the voting members vote to place the item on a future agenda.

Any matter that is not on the agenda may be discussed upon the completion of the agenda. The MTC may not take formal action on any non-agenda matter unless all voting members of the MTC vote to add the matter to the agenda.

7. Public Address to the MTC

(a) Procedures for Metropolitan Transit Commission Monthly Meetings:

Effective September 19, 2002, citizens wishing to address members of the Metropolitan Transit Commission, (MTC) shall call the Administrative Assistant to CATS Executive Division at 704-432-0490 and give their name, address, daytime phone number, meeting date, and subject matter to be discussed. Citizens may sign up until 3:00 p.m. the day of the meeting. Any individual unable to give advance notice prior to a MTC meeting may sign up to speak the night of the meeting. A form will be kept beside the clerk for that purpose.

The speaker's name, address, daytime phone number, subject matter and speaking order will be formalized into a list, distributed by the clerk to the MTC members at the meeting. Citizens signing up to speak the night of the meeting will be added to the bottom of the list. Those names will be given to the MTC Chairman.

No person in addressing the MTC, except as otherwise provided herein, shall be allowed to speak more than three minutes unless allowed by the MTC Chairman. MTC meetings consist of two public comment sessions. The first public comment session allows citizens to speak on current agenda items related to the current MTC meeting. The second comment session allows citizens to make open or general comments. Both comment periods will be limited to thirty minutes unless the MTC Chairman allows an extension of time. The MTC Chairman, as the presiding officer, may, at his/her discretion, shorten the time for speaking when an unusually large number of individuals have registered to speak. Citizens yielding their time to another person or to a group spokesperson will be given up to ten minutes to make their presentation. The MTC Chairman may allow an extension of this time if deemed appropriate.

During MTC meetings, the MTC Chairman will call the names of those signed up to speak. Names will be called in the order in which they were received. As their name is called, the individual will approach the podium and state their name, address and subject matter. If a name is called and that individual is absent, the MTC Chairman will proceed to the next name on the list. Individuals who are absent when their name is called will be moved to the bottom

of the list and may speak if time permits. This will be at the discretion of the MTC Chairman.

(b) Procedures for Public Hearing:

In the event of a public hearing, citizens wishing to address the Metropolitan Transit Commission, (MTC) shall call the Administrative Assistant to CATS Executive Division at 704-432-0490 and give their name, address, daytime phone number, meeting date and subject matter to be discussed. CATS will also designate an employee or contractor to serve as clerk and timekeeper during the hearing.

Citizens wishing to speak during the public hearing may sign up until 3:00 p.m. the day of the hearing. Any individual unable to give advance notice prior to a public hearing may sign up to speak the night of the hearing. A form will be kept beside the clerk for that purpose.

The speaker's name, address, daytime phone number, subject matter and speaking order will be formalized into a list, distributed by the clerk to the MTC members at the meeting. Citizens signing up to speak the night of the hearing will be added to the bottom of the list. Those names will be given to the MTC Chairman.

No person in addressing the MTC, except as otherwise provided herein, shall be allowed to speak more than three minutes unless allowed by the MTC Chairman. The MTC Chairman, as the presiding officer, may, at his/her discretion, shorten the time for speaking when an unusually large number of individuals have registered to speak. Citizens yielding their time to another person or to a group spokesperson will be given up to ten minutes to make their presentation. The MTC Chairman may allow an extension of this time if deemed appropriate.

During the public hearing, the MTC Chairman will call the names of those signed up to speak. Names will be called in the order in which they were received. As their name is called, the individual will approach the podium and state their name, address and subject matter. If a name is called and that individual is absent the MTC Chairman will proceed to the next name on the list. Individuals who are absent when their name is called will be moved to the bottom of the list and may speak if time permits. This will be at the discretion of the MTC Chairman.

All comments must be relevant to the subject matter of the public hearing.

CATS will provide public notification of all MTC public hearings at least ten days in advance. Advertising will include a telephone number for citizens to call to sign up to speak, e-mail and mailing addresses to receive written comments. A comment period will be established for such public hearings, which will provide for additional comments beyond the MTC public hearing date. Once the comment period has ended, the clerk will provide all written comments to the MTC for review.