

Maryland Environmental Service Board of Directors Public Comment Procedures

1. Compliance Overview

MES Board of Directors meetings comply with the **Maryland Open Meetings Act**, which requires:

- Advance public notice of meetings, including agendas and access details.
- Meetings to be reasonably accessible to the public in person and virtually.
- Meeting minutes or recordings to be promptly prepared and made publicly available.

2. Public Comment Period

- At the discretion of the Chair, a 30-minute public comment period may be included in the agenda of each open meeting and conducted when necessary.
- Public comments will follow the Board's discussion of scheduled topics.
- The Chair of the Board or other designated member will call upon registered speakers in order or read submitted comments.

3. Speaker Participation Guidelines

- **Time Limit:** Each speaker may be allotted **up to 3 minutes**.
- **Topic Relevance:** Comments must pertain to MES's mission, activities, or agenda topics.
- **Prohibited Topics:** Personal employment matters, health, lifestyle, or beliefs of individuals are not permitted.
- **Conduct:** Speakers must be respectful, coherent, and orderly. Disruptive behavior will result in removal.
- **Recording:** Public comments will be recorded, summarized in the minutes, and made available to the public after the meeting.

4. In-Person Attendance Procedures

- **Registration Requirements:**
 - Registration is required at least 48 hours in advance of the meeting.
 - Registrants must submit their name, contact information, and the topic/agenda item they intend to address.
- **Arrival:** Check-in upon arrival and arrive no later than 10 minutes before the meeting starts. No late entries.
- **Capacity:** Maximum of 8 public attendees allowed in the meeting room before utilizing additional designated space.
- **Group Representation:** No more than 3 representatives per group or coalition are permitted in the meeting if space is limited.
- **Overflow:** Additional affiliated attendees may view the meeting remotely from an overflow space.

5. Written Comment Procedures

- The written comments can be mailed to MES Headquarters at 259 Najoles Road, Millersville MD 21108 to the attention of the Board Clerk.
- Written comments may be submitted online via an online portal on the MES Website.
- Written comments may be addressed and read by the Chair of the Board or other designated Board member.

6. Public Notification & Access Requirements

- Regularly scheduled meeting notices will be posted on the MES website.
- Notice of cancellations, urgent, or rescheduled meetings will be disseminated via website, email to registered attendees, and social media.
- Meeting agendas will be made publicly available at least 24 hours before each meeting.

7. Meeting Records

- Public comments will be included in official meeting records
- These records will be made publicly accessible after the meeting.