

## MGARA PUBLIC COMMENT PROTOCOL

This protocol sets for the process established by the MGARA Board for taking public comment at selected Board meetings in accordance with the requirements of 24-A MRS Section 3953(2)(G). The Board has adopted this protocol in order to facilitate both an orderly process for public comment and constructive discussion, including preparation for the subject matter of any public comment.

1. Opportunity for public comment will be made available at the Board's quarterly meetings, generally held on the third Monday of March, June, September and December at 3:00 p.m. at 254 Commercial Street, 5<sup>th</sup> Floor, Portland, Maine.

2. Notice of meetings at which opportunity for public comment will be provided will be published at least 30 days prior to the date of such meeting.

3. Persons desiring to provide public comment are required to post their full name, address and affiliation with any organization to be represented at the meeting, together with a brief, but fully descriptive, summary of the subject matter of his or her comments to the [www.mgara.org](http://www.mgara.org) website under the heading "Comments/Questions/Suggestions" not later than ten days prior to the date of the Board meeting at which the opportunity for public comment will be provided.

4. MGARA reserves the right to institute such rules and requirements regarding the process for public comment as may be necessary or appropriate in order to assure the orderly conduct of such meetings, including limiting the time available for comment to reasonable intervals, and directing any discussion through the person or persons appointed by the Board to conduct these sessions.