



## GENERAL PROCEDURES FOR PUBLIC PARTICIPATION AT GATEWAY SERVICES CDD MEETINGS

**AGENDA:** The agenda is available from the District's Local Office, and the District's website at [www.gatewaydistrict.org](http://www.gatewaydistrict.org). There shall be an official agenda for every meeting of the Board of Supervisors, which shall determine the order of business conducted at the meeting.

**CONSENT ITEMS:** These are items which are not discussed individually and are voted on as a group. The consent items considers non-controversial, no policy implications, and is approved without discussion. A Board Member may remove an item from the consent items to be considered, which is followed by Board vote on the remainder of the consent items.

**REGULAR AGENDA ITEMS:** These are items which the Board will discuss individually in the order listed on the agenda.

**WHO MAY SPEAK:** The public is encouraged to offer comment to the Board at their meetings on any item listed on the agenda. Please complete a public comment card and give it to the District Manager prior to the start of the meeting. No cards will be accepted after the meeting has been called to order.

**ADDRESSING THE BOARD:** When your name is called, please stand and state, for the record, your name and address. All comments shall be directed to the Board, not to a particular member thereof or to the general public. Persons addressing the Board during general public comment shall limit their remarks to three (3) minutes. To conserve time, delegation speakers will be selected by the Chairman to address the board on behalf of groups containing more than 5 individuals who share a similar opinion and/or comment.

**DECORUM:** Any person making personal, impertinent or slanderous remarks or who becomes boisterous while addressing the Board or while attending the Board meeting will be asked to refrain and/or asked to leave from the room, if appropriate.

**ADA COMPLIANCE:** Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District's Local Office at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

**APPEALING A DECISION:** If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

### MEETING SCHEDULE:

Commission meetings are held twice per month, on **First and Third Thursday**, at the **GSCDD Office, 13240 Griffin Drive, Ft. Myers, Florida 33913** beginning at **4:00 p.m. for the first Thursday and 6:30 p.m. for the second Thursday**. All meetings of the Board of Supervisors are open to the public, unless noticed and specifically stated otherwise.

For further information, please contact the District's Local office at (239) 561-1313 or visit [www.gatewaydistrict.org](http://www.gatewaydistrict.org)