

## **PRESENTATION BY MEMBERS OF THE PUBLIC TO PORT AUTHORITY OF ALLEGHENY COUNTY'S BOARD**

The regularly scheduled and special meetings of Port Authority of Allegheny County's (Port Authority) Board are open to the public at large in accordance with the applicable provisions of Pennsylvania's Sunshine Act, 65 Pa. C.S.A. § 701, *et seq.* There are times when the general public, representatives from various groups, organizations, agencies, institutions and governmental entities want to address the Board at its public meetings. The purpose of this policy is to ensure that these individuals and entities have a fair and reasonable opportunity to do so.

The general public is encouraged to bring questions, issues and/or problems to the attention of Port Authority's staff. If the issue is unable to be resolved at the staff level and a member of the general public wants to address the Board, the following procedures are to be used.

### **I. Making a Request to Address the Board**

All requests to address the Board must be in writing and received at least five (5) business days prior to the date of the meeting at which the presenter wants to appear. All requests must contain the following information:

- The individual(s) name(s) and (if applicable) title and entity, organization, and/or individuals represented;
- The purpose and nature of the statement to the Board;
- The number of additional individuals accompanying presenter and if they will be addressing the Board on behalf of an organization, their respective name(s) and title(s); and
- Mailing address, telephone number and e-mail address of presenter and/or organization represented.

The above information shall be provided to Port Authority in letter format or on the Request Form attached hereto and made a part hereof as Exhibit "A." All such requests and information shall be submitted via hand delivery or via United States mail to the following address:

Port Authority of Allegheny County  
Attention: Chairman of the Board  
345 Sixth Avenue, Third Floor  
Pittsburgh, Pennsylvania 15222-2527

In the alternative, requests may be submitted via facsimile to 412-566-5111, "Attention: Chairman of the Board" or electronically by accessing the following link on Port Authority's website:

<http://www.portauthority.org/paac/CompanyInfoProjects/BoardofDirectors/RequesttoSpeak.aspx>.

## **II. Rules Governing Presentation**

Presentation to the Board shall be limited to three (3) minutes for an individual or five (5) minutes total for an organization where more than one member of the organization will make the presentation.

Presentation must be germane to work or concerns of Port Authority of Allegheny County.

Not more than two (2) individuals, representatives or members of any agency or organization may address the Board at any one meeting.

Due to time constraints, the Chairman, Board members and/or Port Authority staff will not answer question(s) during a presentation. The presenter may, however, direct specific questions to the Board, which questions must be written and submitted to the Chairman of the Board at the meeting. Responses may be prepared, as determined by the Board to be appropriate, and sent to the presenter as soon as practical after the meeting.

Any individual, representatives or members of an agency or organization adhering to the above procedures will be permitted to address the Board.

The Chairman of the Board reserves the right to determine the appropriateness of the presentation, and to modify, alter or waive any of the aforementioned, to the extent permitted by law.

## **III. Amendments to Presentation Policy**

Port Authority Legal and Public Relations staff are authorized by the Board to make any non-material amendments to the policy that may become necessary from time to time without further resolution of the Board (i.e., updating Port Authority's mailing address and/or updating the website link for electronic requests). All material changes to the policy can only be made by further resolution of the Board.

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**ADOPTED BY BOARD RESOLUTION: October 24, 1986**  
**AMENDED BY BOARD RESOLUTION: January 22, 2010**

**EXHIBIT "A"**

**Request to Make Presentation to  
Port Authority of Allegheny County's Board<sup>i</sup>**

**Instructions for completion of Request Form:** Please insert a response to all information that is required below (please write or type "N/A" where information is not applicable to a particular request). Upon completion of this Request Form, please return it to Port Authority via hand delivery or via United States mail to the following address:

Port Authority of Allegheny County  
Attention: Chairman of the Board  
345 Sixth Avenue, Third Floor  
Pittsburgh, Pennsylvania 15222-2527

In the alternative, please return it to Port Authority via facsimile at 412-566-5111, "Attention: Chairman of the Board." **All requests must be completed and received by Port Authority at least five (5) business days prior to the date of the Board meeting at which the presenter wants to appear.**

1) Date of Board meeting at which presenter wants to appear:

\_\_\_\_\_

2) Name of presenter:

\_\_\_\_\_

3) Organization represented:

\_\_\_\_\_

4) Title of presenter, if representing an organization:

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5) Mailing address, telephone number, and e-mail address of presenter and/or organization presenter is representing:

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6) Name of other individuals (and title, if presenting on behalf of an organization) who will be accompanying presenter:

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7) For organizations, name of any other individual that will also be speaking (limit of one [1] additional presenter per organization represented):

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8) Please describe the purpose and nature of your presentation to Port Authority's Board:

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<sup>i</sup> By submitting this request to Port Authority, the presenter confirms that they have read and understand the policy for "Presentation by Members of the Public to Port Authority of Allegheny County's Board."