



## RULES FOR SPEAKING AT BOARD MEETINGS

Board Meetings for the Columbus Regional Airport Authority (CRAA) are held at least four (4) times per year (see Meetings Schedule for exact dates on [www.ColumbusAirports.com](http://www.ColumbusAirports.com) via the Board of Directors page). An electronic copy of the agenda and pre-read materials are also available at [www.Columbusairports.com](http://www.Columbusairports.com) via the Board of Directors page.

The following rules shall apply to members of the general public when they wish to speak before the Board at a scheduled Board Meeting:

1. Speaker Request Forms (hereafter referred to as form(s)), provided by CRAA, must be filled out completely including name, organization represented if appropriate, the subject matter and any details of action taken to date. CRAA staff and the CRAA Board of Directors encourage individuals to submit written correspondence and/or contact the appropriate CRAA staff member to discuss their concerns prior to bringing a matter to the Board. The Board will not entertain incomplete Speaker Request Forms.
  - a. Forms are available online at [www.ColumbusAirports.com](http://www.ColumbusAirports.com) → About Us → Board of Directors.
  - b. Form may be submitted via e-mail to [craaexecoffice@columbusairports.com](mailto:craaexecoffice@columbusairports.com). Detailed information for submittal is provided on the form.
  - c. Forms must be submitted no later than 5:00 p.m., one (1) week prior to the scheduled board meeting.
2. Members of the general public are permitted to submit one (1) form to be used to address the board.
  - a. The matter should relate to a specific meeting agenda item or be within the Board's jurisdiction.
    - i. The Board is unable to entertain requests for public comment on matters that have an existing forum for resolution. Examples of such matters include, but are not limited to: Legislative Issues (Federal, State, City or Local)
  - b. For non-standard agenda matters, there will be a limit of three (3) speakers taken in order of receipt of the Speaker Request Form with no more than three (3) speakers on any subject.
  - c. Each speaker will be given three (3) minutes to speak. If the subject does not concern the policy or administrative responsibilities of the Board of Directors, the Board Chair may refer the speaker to appropriate CRAA staff and/or deny the request.
3. Speaker's subject matter will not contain obscenity, defamation or slander. Nor shall speakers conduct themselves in violation of the disorderly conduct or disturbing a lawful meeting provisions of [§2917.11](#) and [§2917.12](#) of the Ohio Revised Code. If the Board Chair determines that these rules are not being followed, one warning will be given. Speaker's conduct shall be subject to the right of the Board Chair to preserve the order and decorum of the forum. If the rules continue to be violated after one warning, the Board Chair may revoke the speaking privileges of the individual and/or have them removed from the meeting by CRAA Public Safety staff.
4. Forms shall be presented to the President & CEO of CRAA and the CRAA Board Chair by the CRAA Executive Office in the order received.
5. Any variance or waiver of these rules shall be by a majority vote of the CRAA Board of Directors.
6. Charts, diagrams, enlarged photographs or other demonstrative exhibits or visual media utilized by a speaker in presenting testimony to the Board are the only additional materials permitted in the CRAA Board Room. Informational leafleting or picketing are only permitted as outlined in the CRAA Rules.