

PUBLIC TESTIMONY RULES AND PROCEDURES

Guidelines for testimony before any meeting of the Baltimore Regional Transportation Board were created to ensure that every citizen has the opportunity to be heard.

GUIDELINES FOR ORAL TESTIMONY

Registering to testify - Anyone wishing to testify must sign in on the speaker sign-in sheet, available at the beginning of the BRTB meeting. Speakers may also register prior to the BRTB meeting by contacting Regina Aris at 410-732-9572 or raris@baltometro.org.

Order of testimony - The order of public testimony shall be in the order in which individuals registered to speak. Speakers will be called to testify by the BRTB Chair.

Time limits - Testimony by individuals is limited to **three** minutes. Testimony on behalf of an organization is limited to **five** minutes. Only one representative per organization will be allowed to speak.

Testifying - Persons testifying are asked to state their name, address, and organization (if applicable) for the record. When called to testify, go to the speakers table and sit at a microphone facing the BRTB. Begin your testimony by stating "For the record my name is _____ and my address is _____."

Provide written testimony - When you are called to testify, give one copy of your testimony to the Secretary of the BRTB. If you have visual aids (i.e. maps, charts, etc.), provide one copy along with your testimony.

Special accommodations - If you require special accommodation in order to testify before the BRTB, please make your request to the Public Involvement Coordinator at 410-732-0500 at least one week before the meeting.

GUIDELINES FOR WRITTEN TESTIMONY

Written testimony is always welcome and may be submitted via mail, e-mail, fax, or online using the public comment form at www.baltometro.org. For testimony related to public review and comment periods, all comments must be submitted by the published deadline.

Identify the topic you are providing comments on at the beginning of your letter or e-mail message.

Written testimony may be submitted as follows:

- Mail: Baltimore Regional Transportation Board
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224
- Fax: 410-732-8248
- E-mail: Comments@baltometro.org
- Web: Use the public comment form at www.baltometro.org

For more information, contact Monica Haines Benkhedda, Public Involvement Coordinator, at 410-732-0500 x1047 or e-mail mhaines@baltometro.org.