

## PUBLIC TESTIMONY RULES AND PROCEDURES

*Guidelines for testimony before any meeting of the Baltimore Regional Transportation Board were created to ensure that every person 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 the Executive Assistant, Transportation Planning, at 410-732-0500 x1043 or [rsmith@baltometro.org](mailto:rsmith@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 \_\_\_\_\_."

**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.

**Accommodations** - The Baltimore Regional Transportation Board operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, and other applicable laws. Appropriate services can be provided to qualified individuals with disabilities or those in need of language assistance who submit a request at least seven days prior to a meeting. Call 410-732-0500.

### GUIDELINES FOR WRITTEN TESTIMONY

Written testimony is always welcome and may be submitted via mail, e-mail, or fax. 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  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21230

Fax: 410-732-8248

E-mail: [comments@baltometro.org](mailto:comments@baltometro.org)

For more information, contact the Public Involvement Coordinator, at 410-732-0500 x1047 or e-mail [comments@baltometro.org](mailto:comments@baltometro.org).