**Procedures for the Harrisonburg Redevelopment and Housing Authority**

**Board of Commissioners Agendas and Meetings**

**Board Meetings**

Regular meetings of the Authority’s Board of Commissioners (the "Board") will convene on the third Wednesday of each month, at 4:00 p.m., in City Hall, City Council Chambers, 409 S. Main St., Harrisonburg, VA 22801, the Authority’s Administrative office, 286 Kelley Street, Harrisonburg, VA 22802, or other location to be noticed. During regular meetings, the Board shall take up all agenda items and matters on public hearings. The Board reserves the right to alter the agenda at any time without prior notice. Special or emergency meetings may be held, or meeting times may be altered, with prior notification to the public as required by law. Meetings of the Board are formal proceedings; accordingly, the Board asks for the public’s cooperation in complying with these procedures.

**Notice of Intent to comply with Americans with Disabilities Act**

Special assistance is available for disabled persons addressing the Board. Efforts will be made to provide reasonable adaptations or accommodations based on the individual needs of persons with disabilities, provided that notification at least 5 days prior to the date of the meeting has been received by the Authority. For assistance, please contact the Authority’s Administrative Office, 286 Kelley Street, at 540-434-7386.

**Guidelines for Citizen Participation**

1.Any person wishing to address the Board on matters of Authority business will be able to do so during the Public Comment item on the Agenda. During Public Hearings, citizens are also able to comment on the particular item topic only.

2. Individual speakers have 5 minutes to address the Board. However, the Board may provide additional time to any person needing a reasonable accommodation. A spokesperson may be named to present a group position, with others in agreement being recognized by standing, and will be allotted 15 minutes to speak for the group.

3. When called upon by the Chair: a. State your name and address; and b. Address your remarks to the Chair and Members of Board, not to the audience or staff.

4. Persons appearing before Board should not: a. Campaign for public office; b. Promote private business ventures; c. Engage in personal attacks; d. Debate among the audience; e. Use profanity or abusive language; or f. Jeer, cheer, or applaud, except during ceremonial matters.

5. The main purpose is to hear input from and address the concerns of the public. If able, given the issue and time constraints, the Board may be able to address the issue raised during the meeting. However, the Board, or its designee, will follow-up on all issues not resolved during the meeting.

6. The Board aims to provide a high quality of service, in a safe and secure environment. In order to achieve this, the following behavior will not be accepted: a. Behavior which is disruptive and interferes with the process, function, and enjoyment of the meeting; b. Harassment or the threat of violence toward Commissioners, staff, or members of the public; and c. Use of mobile communication devices while in a Board of Commissioners Meeting. Your cooperation is greatly appreciated.

Thank you for taking time to participate in your Board of Commissioners meeting. The Chair and Members of Board of Commissioners invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.