



**The Western Virginia Water Authority rules and regulations for guests and speakers at the Western Virginia Water Authority Public Meetings.**

- Any person wishing to speak to the Board must complete a [Request to Speak release form](#) and submit it to the Board Secretary, Gayle Shrewsbury, at [gayle.shrewsbury@westernvawater.org](mailto:gayle.shrewsbury@westernvawater.org) or in person. Forms must be received prior to the start of the meeting.
- The public comment period is an opportunity for Authority customers to share their interests or concerns about Authority operations with the Authority board. It is not an opportunity for speakers to question board members or staff. Speakers should direct their comments to the entire board. Decorum is required at all times.
- Space in the Western Virginia Water Authority Board Room at 601 S. Jefferson Street is limited. Due to these space constraints, and for the safety of all attendees, only a limited number of individuals are permitted in the board meeting room. After room capacity has been reached, no additional guests will be allowed into the room unless another guest leaves the room. If individuals are unable to enter the board meeting room due to space constraints, please be advised that the meeting can be viewed online. The link for online viewing will be added to the Board Meeting page on the Western Virginia Water Authority website.
- Individuals are prohibited from blocking hallways, doorways or fire exits.
- Guests speaking on behalf of an organized group shall file with the Board Secretary written authorization from the group allowing the individual to represent them.
- Each speaker will have no more than 3-minutes to speak, and the total amount of time during the Board meeting allocated to public comments shall not exceed 30 minutes. A timer will apprise individual speakers of how much time they have remaining.
- Written comments to the Board can be submitted in advance to the Board Secretary or provided at the meeting. Comments provided 24-hours in advance of the meeting will be provided to the Board prior to the meeting. All comments will be included in the meeting minutes.
- For the safety of all attendees and as not to interfere with viewing of meetings, signs and posters are not permitted in buildings of the Western Virginia Water Authority.
- The Western Virginia Water Authority reserves the right to not provide a time period for public comment during a meeting.
- Comments or questions from the public about these rules may be sent to the Authority's Freedom of Information Act Officer, Sarah Baumgardner, at [sarah.baumgardner@westernvawater.org](mailto:sarah.baumgardner@westernvawater.org) or 540-283-2905. Requests need to be submitted 24 hours in advance of the meeting.

The Western Virginia Water Authority's Board Meetings are available for public viewing on a website link provided before the meeting.