

**Arlington Housing Authority**  
**Public Participation Guidelines for AHA Regular Monthly Commissioner Meetings**  
**Effective as of December 15, 2022**

In an effort to conduct the business of the AHA and to maintain an orderly meeting in compliance with the open meeting laws, the following guidelines must be adhered to:

**LTO Tenant Presidents** – Presidents will be recognized by the chair at the designed time period in the agenda.

LTO President reports should be specific to your facility and the tenants residing in your facility. The purpose of your report is to update the Board on the past, present and future social activities conducted or scheduled in your facility. Your report should not include any physical plant, construction, planned construction or other maintenance issues; unless they are emergent in nature.

All physical plant and maintenance issues must be reported at the monthly maintenance meetings scheduled following each AHA Regular Board meeting. These on-site meetings will be attended by the AHA Senior Management and / or other AHA staff necessary who have the knowledge, expertise, information, and resources necessary to immediately address and respond to any issues and create a plan of correction without delay if needed. This further allows staff to perform a walk through with the LTO presidents to get a better understanding of any issues or needs.

**General Public** - Anyone wishing to present during public participation must complete the required form on the AHA website or request a paper copy from the AHA office. Completed forms along with any supporting data must be submitted to the AHA by the close of business on the day prior to the scheduled board meeting. If deemed applicable to the meeting's agenda, or in the best interest of the AHA, the Board Chair will add the presenter to the board meetings agenda or defer the subject matter to the following meeting's agenda in accordance with the notice requirements of the Open Meeting Laws. The Chair may also elect to defer the speakers request in order to provide the ED with time to research and be prepared to provide any needed feedback to the board. In the event there is not enough time to prepare, the requestor shall be notified accordingly and if agreeable, added to the next meeting agenda.

No one will be allowed to present before the board without completing and submitting the required form unless the situation is urgent or emergent in nature as determined by the Board Chair.

**Tenants** – Issues as noted in the LTO Presidents section above concerning maintenance, facility or construction should be provided to the LTO President who will present these during the monthly maintenance meetings. Unless urgent or emergent, Tenants wishing to speak must follow the guidelines as noted in the general public section by completing and submitting the form requesting to address the board.

If the Tenant does not feel their issue has been adequately addressed by their LTO President, or there are privacy concerns, they should send an email directly to the applicable AHA staff member or if this is not available to them, they should contact the AHA by phone or in person and request a meeting or phone conversation with the appropriate AHA representative.

**Board Response & Time limits:**

Unless proper prior notification was made in accordance with the open meeting laws, any matter presented for consideration to the Board shall neither be commented upon by BoardMembers, nor a decision made the night of the presentation. If deemed appropriate, in order to conform with the open meeting laws, the subject matter may be added to the next board meeting whereby AHA staff, board and public would have prior notice and can be prepared to address the subject accordingly. Speakers will be allowed a three-minute time limit to present. This may be extended at the discretion of the Board Chair or if requested by any board member.