

**RULES AND REGULATIONS OF THE BOARD OF TRUSTEES
OF THE CITY OF RICHMOND,
RICHMOND RETIREMENT SYSTEM**

APPENDIX THREE

**BOARD PUBLIC PARTICIPATON POLICY
(Also applies to Board Committees)**

Public Input – The meetings of the Richmond Retirement System Board of Trustees are open to the public. A member of the public may address the Board on agenda items, before or during the Board or Committee’s consideration of the item for up to five (5) minutes per item, or at the discretion of the Chair. A request to address the Board should be submitted in person at the meeting to the Executive Director prior to the start of the meeting.

The public may also address the Board on non-agenda items within the subject matter jurisdiction of the Board at the end of each meeting. Each person will be allowed to speak for three (3) minutes or at the discretion of the Chair, and may speak no more than once during this period. The total public comment period is left to the discretion of the Board Chair.

At the discretion of the Chair, the Board may limit public input on any item, based on the number of people requesting to speak and the business of the Board.

In the interest of hearing from as many members of the public as possible, if at any time a person’s name is called and their issue or opinion has been addressed by a previous speaker, they will simply state that fact and speak their name for the record.

Conduct during Board Meetings – The following rules pertain to conduct during Board meetings:

Removal from the Board Room: The Chair shall order removed from the Board meeting any person who commits the following acts with respect to any meeting of the Richmond Retirement System Board:

Disorderly behavior toward the Board or any member of the staff thereof, tending to interrupt the due and orderly course of said meeting. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting. Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Board; and any other unlawful interference with the due and orderly course of said meeting.

Information Relating to Agendas and Actions of the Board

Agendas for Richmond Retirement System Board meetings are prepared by the Executive Director and made available three (3) business days prior to each meeting at the Retirement Office located at 730 E. Broad Street, Suite 900; Richmond, VA 23219.

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BOARD PUBLIC PARTICIPATION POLICY – (continued)

The minutes of every meeting of the Board is made available to the public at least 45 days (depending upon Board approval) after the Board meeting date. Requests for meeting minutes must be made in writing to the Executive Director at the Retirement Office.

ADA Requirements

Upon request, sign language interpretation, materials in alternative formats and other accommodations can be made available to the public for Board meetings. All requests for reasonable accommodations must be made at least seven (7) working days in advance of the scheduled meeting date. Please telephone (804) 646-5958 between 8 a.m. and 5 p.m., Monday through Friday.

Note: Board action may be taken on any item identified on the agenda.