

Welcome to Your CAB!

Thank you for participating! Presenting your ideas at a public meeting is an essential component of the public process. Below are a few hints to ensure that your comments are heard!

Become acquainted with the setting and process:

Meeting Room Structure
Appointed CAB members sit at the front of the meeting room. The CAB Chair runs the meeting.

Agenda

The agenda is developed and posted prior to the meeting date. Everyone has the right to comment **once** during public comment and when the CAB chair opens an agenda item. The CAB Chair will announce the appropriate timelimits for comments on the agenda or at the beginning of the meeting.

The Flow of the Meeting

For each agenda item a presentation or overview is heard first. The board will discuss the item and public comment will be heard, if appropriate. Finally, the board will revisit and provide comments or recommendations.

My item is not on the agenda. How do I bring up my issue for discussion?



A standard agenda item called "Public Comment" allows citizens to voice their concern on items not listed on the agenda. If additional information or discussion is needed, the CAB Chair or any member may ask to put the item on a future agenda. During Public Comment, the CAB can only listen and ask clarifying questions. The CAB cannot discuss an item until it is agendized.

Public Comment Check List

- Outline your thoughts prior to the meeting. (This helps you keep on track).
- Begin your statement with your first and last name and speak clearly for the record.
- Watch your body language and avoid pointing or other inflammatory body signals.
- Speak clearly and concisely.
- Keep emotions in check. Passion is great, but unloading emotions does not help you make your point clear. Utilize accurate facts and try storytelling to reinforce your position.
- Offer a reasonable solution or compromise.
- Most important, remember that CAB members are volunteers and your neighbors. Please be respectful.

Your Opinions Matter!

CAB meetings are recorded. Both the recording and meeting minutes are public record. Your concerns will be shared with elected officials and staff.



Need Help? Contact Your Community Outreach Coordinator (COC)

The COCs attend CAB meetings and are liaisons for you and the County. Please contact them if you need help!

Lorrie Adams at 328-2720
ladams@washoecounty.us
Sarah Tone at 328-2721
stone@washoecounty.us.