

Public Comment Guidelines

Work Group to Re-Envision the Jail Replacement Project

The San Francisco Department of Public Health (DPH), Sheriff's Department, Office of the Controller, and the Work Group to Re-Envision the Jail Replacement Project (JRP) encourage community members to voice their concerns and recommendations regarding the Work Group. In an effort to make this opportunity available to as many people as possible, staff members from Harder+Company Community Research or the Office of the Controller will be facilitating public comments. The facilitation team has also established the following guidelines:

1. The co-chairs and meeting facilitator will indicate the rules governing public comment to all attendees. This will include a reminder that urges each speaker to practice respectful engagement and a request that speakers limit comments to issues pertaining to Work Group business.
2. During the meeting, public comment will be designated for an amount of time set aside as the Public Comment section. The public may comment on agenda items at that time or on issues not on the agenda but under the purview of the Work Group. Speakers should keep their comments brief in order to allow as many people to speak as possible. At the discretion of the co-chairs or facilitator, comments may be limited to less than the original designated time when a large number of people wish to speak.
3. **Public comment sign-up cards** will be available at the registration table in advance of the meeting for those that would like to make a public comment. All completed sign-up cards should be given to the designated facilitation team member **before the public comment agenda item**.
4. **For groups:** In the interest of time, groups of at least ten (10) people or two (2) organizations with common concerns are encouraged to synthesize their comments by **choosing one speaker to represent the group, and completing one public comment sign-up card**. In these cases, the number of people or organizations represented by each speaker, in addition to the content of the comments, will be noted.
5. **For individuals:** Each individual who wishes to speak during a Work Group meeting **should complete one public comment sign-up card**.
6. Speakers will be notified when 30 seconds remain. When time is up, the facilitator or presiding Work Group co-chair will call the next speaker.
7. All speakers are requested to remain in the room until the conclusion of all public comments in order to allow, time permitting, members of the Work Group to ask questions or seek clarification.
8. In addition to the opportunity for verbal public comment, index cards will be made available at the meeting for attendees to write down their comments and concerns. Written comments will be attached to the public comment sign-up card.