

## Heritage Landing CDD Meeting Procedures

The District Agenda is comprised of five different sections:

- **(1) Audience Comments on Agenda Items Only.**
  - The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District.
  - **Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.**
  - IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.
- **(2) Business Administration.**
  - The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business.
- **(3) Staff Reports.**
  - This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action.
- **(4) Business Items.**
  - The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item.
- **(5) Supervisor Requests and Audience Comments.**
  - This is the section in which the Supervisors may request Staff to prepare certain items and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.
  - **Each Individual is limited to three (3) minutes for such comments and the board is not obligated to provide a response until sufficient time for research or action is warranted.**

**All Cellular phones and pagers must be turned off while in the meeting room**