



OFFICE OF THE
DISTRICT SECRETARY

BART BOARD MEETINGS: PUBLIC PARTICIPATION GUIDE
OFFICE OF THE DISTRICT SECRETARY
(510) 464-6083

BART Board Meetings – Hybrid Format

1) BART expects to continue hybrid Board Meetings with the ability for the public to participate in person or via teleconference (Zoom) for the foreseeable future.

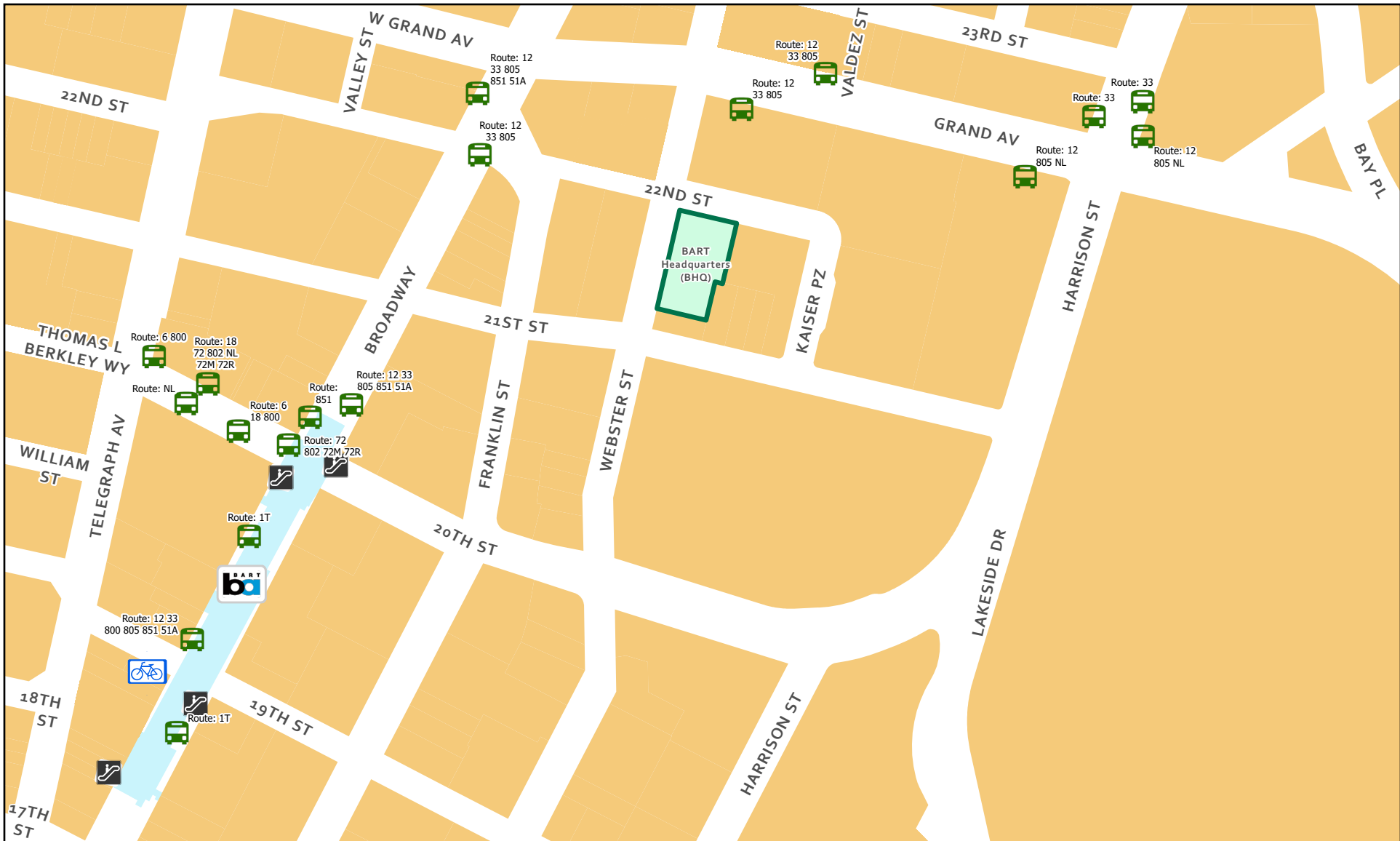
2) Members of the public may attend Board Meetings in person at BART Headquarters or via teleconference, as outlined below:

- In person: [BART Board Room, 2150 Webster Street, 1st Floor, Oakland, CA 94612](#) (see map on page 3)
- Teleconference: Zoom Platform ([zoom.com](https://zoom.us))






3) Members of the public are expected to comply with the rules for participation at Board Meetings, as outlined on pages 5-6 of this document.

4) BART Board Meetings are recorded.

5) BART provides services/accommodations upon request to persons with disabilities and individuals who are limited English proficient who wish to address BART Board matters. A request must be made within one and five days in advance of Board meetings, depending on the service requested. Please contact the Office of the District Secretary at [510-464-6083](tel:510-464-6083) for information.




Legend


-  AC Transit Stops
-  BART Station
-  BART Escalator
-  Uptown Bike Station
-  19th Street Station

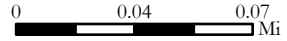
BART Headquarters

San Francisco Bay Area Rapid Transit District

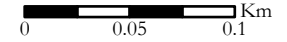


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BART Board Meetings – Public Comment

1) Written

Submit written comments via email to board.meeting@bart.gov, using “public comment” as the subject line. Your comment will be provided to the Board and will become a permanent part of the file. Please submit your comments as far in advance as possible. Please see the agenda for specific instructions regarding the submission deadline for inclusion in the file.

2) In Person

Complete a “[Request to Address the Board of Directors](#)” form (available at the entrance to the Board Room) and give it to the District Secretary before the Item is considered by the Board.

3) Via Teleconference (Zoom)

Call [833-548-0282](tel:833-548-0282), enter the [access code](#) listed on the agenda, [dial *9 to raise your hand](#) when you wish to speak, and [dial *6 to unmute](#) when you are requested to speak; log in to zoom.com, enter the [access code](#) listed on the agenda, and use the [raise hand feature](#); or join the Board Meeting via the [Zoom link](#) listed on the agenda and use the [raise hand feature](#).

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

PUBLIC PARTICIPATION AT MEETINGS OF THE BOARD OF DIRECTORS AND STANDING COMMITTEES

PURPOSE

The purpose of these rules is to establish a level of safety and decorum in the Board Room for members of the public attending and/or addressing the Board of Directors or Standing Committees at meetings held by the San Francisco Bay Area Rapid Transit District (BART). The ability of all persons attending public meetings to safely participate in government affairs and view their officials in the performance of their duties is of paramount importance to the Board of Directors. Toward that end, the following rules have been promulgated to facilitate the conduct of public meetings in an open and orderly manner and in an environment safe for all persons in attendance. They are also intended to promote open meetings that welcome debate of public policy issues being discussed by the Board of Directors and Standing Committees (Board/Committee) in an atmosphere of fairness, courtesy, and respect for differing points of view.

The presiding officer may have removed from the Board Room any person creating a disturbance or willfully interrupting the meeting. Failure to comply with these rules or behavior which disturbs, disrupts, or impedes the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest. The Board of Directors may modify these rules at any time.

A. Decorum

- All persons entering the Board Room, except credentialed Directors and BART staff, are subject to a search of their person and possessions for weapons (as defined in the California Penal Code) and other potentially dangerous, disruptive, or destructive materials as reasonably determined by law enforcement officials. For a representative roster, please refer to section B.
- Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- Persons in the audience will refrain from behavior that will disrupt the public meeting. This includes making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting or impedes the ability of the speaker to be heard by the Board/Committee.
- Persons in the audience will refrain from using mobile devices, phones, pagers, or other audible electronic or communication devices while the meeting is in session.
- Signs, posters, banners and/or other display material are prohibited in the Board Room.
- Each member of the audience must be seated. Standees are not permitted in the Board Room except for credentialed BART staff or authorized media representatives. An adjacent conference room with live audio feed is available for overflow public participation.
- Persons with objects and materials which may impede participants in the meeting from viewing the proceedings must remain seated and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.

B. Safety for Persons and Premises

- Objects that are deemed a threat to the safety of persons at the meeting or the facility infrastructure are not allowed. Persons found in possession of such items prior to admission to the meeting will not be permitted to enter the Board Room. District staff is authorized to remove individuals from the Board Room if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting or puncturing tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol or other spray containers; tools; glass containers; paint, and large backpacks and suitcases that are incapable of being opened for examination.

C. Addressing the Board of Directors or a Standing Committee

- Members of the public may address the Board of Directors and Standing Committees regarding any matter on the agenda.
- If a member of the public wishes to discuss a matter that is not on the agenda of a regular meeting, he/she may do so under General Discussion and Public Comment.
- Those wishing to address the Board/Committee are to complete a Speaker Form available in the back of the Board Room and hand it to the District Secretary.
- Each speaker will have three minutes to address the Board/Committee. Time limits are at the discretion of the presiding officer and may be adjusted in response to the time, manner, and duration of public comment.
- A speaker representing a group of individuals present in the Board Room may at the discretion of the presiding officer, address the Board/Committee for up to 15 minutes in lieu of the other persons represented by the speaker.
- There is a set of colored lights on the lectern that will display the color red when three minutes or the maximum allotted time, if applicable, has elapsed. A countdown timer is displayed on screens in the Board Room.
- Only one person is permitted at the lectern at a time (with exceptions to be allowed at the discretion of the presiding officer for persons deemed directly necessary to facilitate communication efforts of a speaker with disabilities such as a sign language interpreter, etc.). Speakers and any other members of the public will not approach the dais at any time without prior consent from the presiding officer of the meeting.
- Material from the public is to be handed to the District Secretary for distribution to the Board/Committee.
- Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects relevant to the presentation.
- The opportunity for members of the public to address the Board/Committee is for the purpose of the Board/Committee receiving comment and not for the engagement in a dialogue between the Board/Committee and the public.