

**Fort Hill Natural Gas Authority**  
**Policy Providing Method for the Public to Address the Board of Directors**

**T**his policy of the Board of Directors of Fort Hill Natural Gas Authority is adopted solely to provide for a fair means of orderly and systematic presentation of comments or inquiries from the public during Board meetings and to allow sufficient time for the Board and Management of the Authority to formulate an appropriate response.

It is understood that regular session meetings of the Board of Directors are public meetings and can be attended by anyone. However, because there must be sufficient time allotted for the preparation of appropriate responses to public inquiries and comments, the Board hereby requires anyone wishing to address the Board of Directors to submit in writing to the Management of the Authority the full and precise details of their inquiries and comments no less than 30 days in advance of the meeting at which they wish to be heard.

Person(s) submitting timely inquiries and comments will be placed on the agenda of the next appropriate regular Board meeting and will be allotted sufficient time for their verbal presentation. Only the exact, precise inquiries and comments that have been submitted in writing will be addressed by the Board at that time.

If any person(s) attending a meeting of the Board of Directors announces that they wish to address the Board and they have not previously submitted their advance inquiries or comments in accordance with this policy, the Chairman of the Board will ask them to briefly state the nature of their request. If the Board determines that the nature of the inquiries or comments are such that an appropriate, suitable and adequate response can be given at that time, then the Board may, by majority vote, move to waive the advance notification requirement in order to expedite the process and then proceed to provide an immediate response. If the Board deems that additional time will be needed to respond, the Chairman of the Board will inform the person(s) of the advance notice requirements of this policy.

The Chairman will give assurance to such person(s) that the matter will be appropriately addressed by the Board as soon as the material is submitted to Management and sufficient time has been given for the formulation of a response by the Board. For further clarification of the requirements, a copy of this policy may also be issued to the person(s) at that time if it is deemed appropriate by the Chairman.

Reviewed by the Fort Hill Natural Gas Authority Board of Directors on December 15, 2020 with no changes.