

Port of Houston Authority

AMENDED PUBLIC COMMENT POLICY



A. Policy Statement.

1. It is the policy of the Port Commission of the Port of Houston Authority of Harris County, Texas (the "Port Authority") to encourage public comment at public meetings of the Port Commission and of its committees and task forces ("Public Meetings"), with regard to matters that relate to Port Authority affairs or within the authority of the Port Commission.

2. This Public Comment Policy (the "Policy") is intended to provide interested parties the opportunity to present their views, while permitting the Port Commission to conduct Public Meetings in an efficient and effective manner.

3. This Policy shall not prohibit public criticism of the Port Authority or Port Commission, including criticism of any of its acts, omissions, policies, procedures, programs, or services, provided that such public criticism is not otherwise prohibited by law.

4. The Port Authority urges interested parties to address Port Authority administrative, business, or related matters with Port Authority staff prior to requesting an appearance or speaking at a Public Meeting.

B. Advance Requests to Appear at a Public Meeting.

1. Interested parties must request in advance to appear on the agenda and speak at Public Meetings. Requests must be made to the office of the Chief Executive Officer of the Port Authority or Secretary of the Port Commission by telephone, mail, or email.

2. Such requests must be received no later than 12:00pm on the last business day before the scheduled date of the Public Meeting for which the appearance is requested. No requests will be accepted if made after that time.

3. Requestors are required to provide their name, organizational affiliation, contact information, and a brief description of the subject matter of their comments.

4. The Port Authority reserves the right to determine whether the appearance of an interested party is placed on the agenda of a Public Meeting.

5. Prior to the Public Meeting, the Port Authority will notify requestors whether their appearance has been added to the agenda and the length of time each requestor will have to address the Port Commission.

Public Comment Policy

March 2026

Page 2

C. Public Meeting Conduct.

1. Copies of the posted Port Commission meeting agenda are available near the entrance to the Public Meeting prior to its scheduled start, or the agenda will be electronically displayed on a meeting room screen.

2. The presiding Port Commissioner may announce the Port Authority's guidelines for conduct during the Public Meeting. Public Meetings are also subject to the requirements of the Texas Open Meetings Act (Texas Government Code Chapter 551).

3. The presiding Port Commissioner will generally conduct the Public Meeting in the order shown on the agenda and generally call speakers first in the order in which the requests are received.

4. Notwithstanding the foregoing:

a. The Port Authority reserves the right to move any public comment to a place on the agenda of the Public Meeting to better assure the efficient conduct of Port Commission business, provided that the opportunity to address the Port Commission regarding an item on the agenda of the Public Meeting shall occur before or during the Port Commission's consideration of the item; and

b. The Port Authority reserves the right to call speakers at a Public Meeting in such order as may be necessary or convenient for the conduct of Port Commission business.

5. Persons commenting at the Public Meeting may speak when the presiding Port Commissioner calls on them.

a. Speakers must appear in person and step up to the podium (or appear remotely as provided by law), and state their name and affiliation.

b. All public speakers making statements and responses to comments by the Port Commissioners, or to committee or task force members, must make their comments at the podium using the microphone provided.

c. Any additional information presented by the speaker should be in paper format, or if the meeting is conducted virtually, in .pdf format, and provided prior to the Public Meeting to the office of the Chief Executive Officer or Secretary, for distribution to the Port Commission, committee, or task force, and Port Authority staff. At least ten (10) copies of such information should be provided if in paper format.

Public Comment Policy

March 2026

Page 3

6. Permitted Speaking Time.

a. Permitted speaking time is determined by the number of properly registered public speakers at any given meeting.

b. If there are ten (10) or fewer registered public speakers at any given Public Meeting, each speaker may speak for up to three (3) minutes.

c. If there are more than ten (10) registered public speakers at any given Public Meeting, each speaker will be limited to one (1) minute.

d. If more than one member of a group has requested to speak, the group must select one representative to present its comments.

7. Unless the meeting is conducted virtually, a Port Authority staff member will time each speaker with a timer that clearly informs the presiding Port Commissioner and speakers of their elapsed or remaining speaking time. A Port Authority staff member may escort the speaker from the podium when the permitted time has elapsed or silence the speaker in remote attendance.

8. Comments should be addressed to the Port Commission as a whole, and no inquiries, requests, etc. may be asked of Port Commissioners or staff except through the presiding Port Commissioner. The presiding Port Commissioner may refer inquiries, requests, etc., to the Chief Executive Officer for handling and later response as appropriate.

9. The presiding Port Commissioner will close the public comment session after any speakers who are on the agenda have been given the opportunity to speak, subject to the following.

a. Persons attending a Public Meeting shall not delay, interrupt, or disrupt the proceedings, or refuse to obey the orders of the presiding Port Commissioner.

b. The presiding Port Commissioner may order persons who do not conduct themselves in an orderly and appropriate manner to leave the Public Meeting, and except as provided by law, deny them the opportunity to speak at that Public Meeting.

E. Policy Waivers. Except as provided by law, the Port Authority reserves the right to waive this Policy:

1. To accommodate the comments of persons and organizations invited by the Port Authority to speak at a Public Meeting; and

2. When necessary to conduct a Public Meeting efficiently and effectively.

Public Comment Policy

March 2026

Page 4

F. Reasonable Accommodations; Translation.

1. Persons with disabilities may contact the office of the Chief Executive Officer to request reasonable accommodations to participate in a Public Meeting. Such requests should be received at least seven (7) calendar days prior to the Public Meeting. If a request for accommodation has been submitted but due to circumstances is no longer needed, the requestor should promptly so notify the office of the Chief Executive Officer.

2. A member of the public who addresses the Port Commission through a translator shall be given at least twice the amount of time as a member of the public who does not require the assistance of a translator to ensure that non-English speakers receive the same opportunity to address the Port Commission.

G. Adoption. This Policy was adopted by the Port Commission on March 23, 2026, as evidenced by Minute No. 2026-0323-06.