



ATLANTA REGIONAL COMMISSION

Policy for Citizen Input 公民意見政策

Public Comment at ARC’s Regularly Scheduled Board and Policy Committee Meetings

在 ARC 定期舉辦的董事會和政策委員會議上公眾的意見

The Atlanta Regional Commission welcomes advice, suggestions and ideas about regional issues from interested citizens and groups. There are many opportunities and levels of involvement for citizens related to public policy development. ARC encourages citizens to be involved throughout the decision-making process, including local government levels where early stages of policy formation often occur.

亞特蘭大地區委員會歡迎有興趣的市民和團體，就區域問題提出意見、建議和想法。市民有很多機會可以參與各種程度的公共政策開發。ARC 鼓勵市民參與整體的決策過程，包括地方政府，常是早期政策形成的階層。

The Atlanta Regional Commission Board and its policy committees have regularly scheduled meetings. Each of these meetings is open to the public and includes an opportunity for citizen input as noted on the meeting agenda. The following policy describes what the public can expect in terms of notification, agendas, public comment procedures, presentation materials and documentation of public comment. All meetings are conducted pursuant to the Georgia Open Meetings Laws.

亞特蘭大區委董事會和其政策委員會定期舉行會議。這些都是公開會議，包括在會議議程中所提及之市民提意的機會。以下政策說明公眾可以對通知、議程和公開意見程序、演講材料和公開評論文件有何種期望。所有會議都是依據喬治亞公開會議法所進行的。

Public Notification 公開通知

Public notification of ARC Board meetings is provided in advance of the meeting. ARC publishes annual year-at-a-glance and monthly month-at-a-glance calendars of planned meeting dates and keeps these documents current throughout the year. The meetings-at-a-glance materials are emailed to ARC board members and local jurisdictions as well as posted on ARC’s website at www.atlantaregional.com/about-us/board—committees.

會於會先公開通知 ARC 的董事會會議。ARC 公佈每年每月所安排之會議日期表，並在全年都
會保持這些文件的時效。將會議日期表以電子郵件寄給 ARC 董事會成員，並向各地方司法機構，並向與 ARC 網占
www.atlantaregional.com/about-us/board—committees

The annual calendar of meetings remains fairly constant from year-to-year. The Board meeting is scheduled at 1:00 p.m. on the fourth Wednesday of each month, January through October, and on the first Wednesday in December. Dates and times of meetings are also included in each Board Meeting agenda.

每年年度會議行事曆相當固定。董事會議訂在一月到十月每月第四個星期三和十二月的第一個星期三，下午 1 點舉行。董事會議行事曆內，也有開會的日期和時間。

Policy committee meeting calendar details are posted on each committee page on the ARC web site, and changes that occur to the planned meeting schedule are posted on these same pages at least one week in advance of the meeting unless emergency conditions dictate otherwise.

政策委員會議行事曆的細節，發表在 ARC 網站每個委員會的頁面中；任何會議行程若有變更，則會在舉行該會議的一個星期前，發表在相同的頁面上，除非是緊急狀況。

Agendas 議程

Per ARC Bylaws, board meeting agendas are mailed or sent electronically to board members and are posted on ARC's website at least 7 days in advance of all regularly scheduled meetings. Changes to the agenda may be made up to the day of the meeting; however, no major action or decision items may be added to the agenda within three days of the meeting. If action or decision items are added after the agenda packet is sent, all board members are notified of the changes at least 48 hours prior to the meeting. Items added within three days of the meeting must be for discussion purposes only. The board must declare an emergency to make exceptions to these provisions.

依據 ARC 章程，所有定期舉辦之董事會的會議章程，將會在 7 天前透過郵件或電郵寄給董事會員，並發佈在 ARC 網站上。會議當天可以變更議程；但是，沒有任何重大行動或決定事項可以在會議開始的前 3 天內加入議程。如果在議程包裹寄出後，再添加任何行動或決定事項，則必須在會議開始前至少 48 小時，通知所有的董事會員有關的變更。在會議三天內添加的事項，僅能作為討論而已。董事會必須宣佈緊急狀況，才可視此規定為例外情況。

Policy committee agendas are also mailed or sent electronically to committee members and posted on the website at least 7 days in advance of meetings.

政策委員會議程，也將以郵件或電郵方式寄給每位委員，並且在開會 7 天前公佈在該網站上。

PublicComment 公眾意見

A public comment period is part of each meeting of the Board and Policy committees. Public comment can lead to board discussion, which is often incorporated into recommendations and decisions. To make a public comment, it is necessary to sign in during the 30 minutes prior to the start of the meetings. Sign-in cards will be available at each meeting.

公眾意見徵詢期間是每次董事會和政策委員會議的一部分。公眾意見可以引發董事會討論，通常會被納

入建議和決定。若要提出公眾評論，必須在開會前 30 分鐘登入。每個會議都有登入卡。

Prior to the ARC Board meeting, commenters are encouraged to provide written comment, via fax, e-mail, or U.S. mail addressed to the ARC Office of the Executive Director, for distribution to board members as part of their agenda packet.

在開 ARC 董事會議前，鼓勵要提意見的人士透過傳真、電郵或美國郵政，向執行董事 ARC 辦公室提供書面意見，以便將其包含在議程包裹中，一併分發給董事會員。

Prior notification of intent to request to speak is also encouraged and should be directed to the ARC Office of the Executive Director, preferably no less than 5 days before the meeting.

若有意要求發言，也鼓勵您在開會 5 天前，事先通知執行董事 ARC 辦公室。

The ARC Board meetings are open to the public and time is allowed for the public to ask questions or offer comments. Ten (10) minutes at the beginning of the Board Meeting are designated for public comments without obtaining a vote of the board, based on the commenter signing up to speak prior to the meeting. Each speaker is allotted two minutes for their comments.

ARC 董事會議開放給公眾參加，也有時間讓公眾發問或提供意見。根據會前登記要發言的提議者，董事會議開始的前十（10）分鐘，指定為公眾發言時間而無需經過董事會表決。每位發言人可分配到兩分鐘來發表意見。

This time allotment and the overall time allowed for public comment can be modified by the ARC Board Chair or a majority vote of the Commission members present. If unable to speak to the Board due to time restrictions, commenters are encouraged to provide their comment in writing.

此時間的分配和允許公眾提議的總時間，可以由在場的 ARC 董事長或委員會成員多數表決來修改。如果由於時間限制，而無法在董事會發言，鼓勵提議者以書面表達其意見。

ARC Policy Committees serve as the working committees of the ARC Board. These groups meet to consider specific subjects required by regulation, referred to them by staff, the Commission or initiated by the committee itself. All Policy Committee meetings are open to the public and time is allowed for the public to ask questions or offer comments. Ten (10) minutes at the beginning of each Committee meeting are designated for the public to address the Committee on any agenda item without obtaining a vote of the Committee. If unable to speak to the Committee due to time restrictions, commenters are encouraged to provide their comments in writing. Any change to the designated time allotment requires committee discussion and action.

ARC 政策委員會擔任 ARC 董事會的執行委員會。這些團體開會討論由員工、委員會提交，或者由委員會本身發起的規章，所要考慮的特別議題。所有政策委員會議都開放給公眾參與，並且有時間讓公眾發問或提供意見。每次委員會議開始的前十（10）分鐘，指定給公眾就任何議程內的項目，向委員會發問，而不需委員會表決。如果由於時間限制，而無法在委員會發言，鼓勵提議者以書面表達其意見。若要變更指定的分配時間，需經過委員會的討論和行動。

When public comments are heard by the policy committees, a summary of public comments presented to a committee will be made part of the committee meeting notes. At the discretion of the committee chair, a brief verbal summary of such comments will be brought to the Board's attention.

當政策委員聽取公眾意見後，提交給委員會的公眾意見摘要，即會成為委員會議記錄的一部分。在委員長斟酌之後，會向董事會口頭匯報該意見的摘要。

Sometimes regulatory requirements prescribe official public review and comment periods where public input is solicited on Plan or Policy documents. In these instances, ARC will host official public review and comment periods to obtain input on draft plans and programs. When the planning process requires a formal public hearing, one of the hearings will be held before the pertinent policy committee or full Board at the beginning of their regularly scheduled meeting(s).

有時候，法規的要求規定要有正式的公開審查和意見徵詢期間，徵求公眾對計劃或政策文件的意見。在這

些情況下，ARC 將負責正式的公開審查和意見徵詢期間，以獲取對草案和計劃的意見。當規劃過程需要正式的公開聽證時，其中一次聽證會將會在舉行定期會議之前，先在相關的政策委員會或全體董事會面前舉辦。

Comments are generally accepted either in writing during the comment period or orally at public hearing(s). In instances when an official public review and comment period is held, the full Board and policy committee, as appropriate, will be given the opportunity to discuss the comments received prior to making any decisions or voting to adopt the plan or policy.

意見徵詢期間所提的書面意見，或公開聽證會中所提的口頭意見通常都可以被接受。舉行正式公開審查和意見徵詢時期的時候，全體董事會和政策委員會（在適當的情況下）將有機會在做任何決定或表決通過某計劃或策略之前，先討論所收到的意見。

Presentation Materials 演示材料

ARC uses presentation materials, such as maps, charts, graphs, illustrations, PowerPoint slides and videos to explain data and concepts at Board meetings. ARC may also use handouts and posters to display visual information. The ARC boardroom is equipped with projectors, and sound systems for displaying visual and audio information, including the microphone system used to make discussions during the meeting clearly audible. Materials are available electronically during each meeting and attendees are encouraged to use their PDAs to access materials during the meeting.

在董事會上，ARC 使用地圖、表格、圖表、插畫、PowerPoint 幻燈片和視頻來說明數據和概念。ARC 也使用講義和海報來顯示視覺上的資訊。ARC 董事會配備了投影機和音響系統，以顯示視覺和聽覺的資訊，包括：使會議討論中，能夠清晰聽見的麥克風系統。每次會議的材料都以電子方式提供，並鼓勵與會者在會議中使用其 PDA 來取用材料。

Documentation and Posting of Information 文件和公佈資訊

A summary of ARC Board meeting actions is prepared and posted on the ARC website, [www.atlantaregional.com/about-us/ board--committees/arc-board](http://www.atlantaregional.com/about-us/board--committees/arc-board), within two business days of the meeting. A draft final meeting summary, based on details obtained from court reporter transcripts, is posted approximately three weeks after the meeting, at the same time the agenda for the next meeting is posted. The meeting summary is adopted by the Board at their next meeting. This final summary contains an overview of oral comments received from the public. Any written public comments received prior to the ARC Board meeting will be posted on the ARC website with the two day summary.

ARC 董事會議行動摘要，將在會議後兩個工作天內備妥並張貼在 ARC 網站上，[www.atlantaregional.com/about-us/ board--committees/arc-board](http://www.atlantaregional.com/about-us/board--committees/arc-board)。根據來自法庭書記員筆錄所得到的細節，最後會議摘要的草案，將在會議後三週左右發表，同時也會公佈下次會議的議程。會議的摘要，會在下次會議中被董事會通過採納。最後摘要，包含來自公眾口頭意見的總覽。在 ARC 董事會議舉行之前所收到的任何公眾的書面意見，將會經由兩天的摘要，張貼在 ARC 網站上。

There are specific procedures for public comments received during regulated planning processes. These comments are documented and shared with the policy committee and posted on the ARC website prior to adoption of the plan or policy. In many cases, substantial comments are included within the plan itself.

在規範計劃過程中所收到的公眾意見，有特定的處理程序。在採納這些意見之前，先將其記錄為文案，與政策委員會分享並張貼在 ARC 網站上。在許多情況下，計劃本身已含有大量的這些意見。

For committee meeting schedules, please go to the ARC Web site at www.atlantaregional.com or call the ARC offices at 404.463.3100.

若要取得委員會議的時間表，請參閱 ARC 網站：www.atlantaregional.com，或撥打 404.463.3100 聯絡 ARC 辦公室。

Adopted on 09/24/14