

Public Comment Period

A time limit of three (3) minutes. A public comment period shall be held at the second regular meeting of the Board each month for citizens who desire to speak on matters relating to county government. If for any reason the Board cancels a meeting, or temporarily revises the meeting schedule, a public comment period shall be held at least once during the month as is required by state law. The following guidelines are to be used:

- Thirty (30) minutes shall be allotted for the entire public comment period.
- Citizens desiring to speak should complete a sign-up sheet that will be in the possession of the meeting's host (county department director). The host will be stationed at the entrance area of the building at 6:30 PM prior to each regular meeting.
- Citizens will be acknowledged by the Board chair in the order in which their names appear on the sign-in sheet. Citizens will address the Board from the lectern with the microphone. They will begin their remarks by stating their name and address.
- It is recommended that groups or delegations select their spokesperson in advance of the meeting.
- Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment period at the next meeting or at the discretion of the Chairman to extend the time period.
- Comments are to be directed to the Board as a whole. It is not intended to subject the Board to answering impromptu questions.
- Citizens will be expected to be civil in their language and presentation and not engage in slander or name-calling.
- Citizens should not discuss any of the matters which concern the candidacy of any person seeking public office, including the person addressing the Board; matters in current or anticipated litigation; matters which are closed session matters including but not limited to matters within the attorney-client privilege, personnel, property acquisition, matters which are made confidential by law. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.
- Citizens requesting to speak at the first meeting of the month shall be considered on a case-by-case basis; however, as much as possible, the public should utilize the Public Comment Period scheduled on the second meeting of the month.
- Action, responses or comments by the Board on items brought up during the Public Comment Period will be at the discretion of the Board. At the request of a member of the board, the County Manager, County Attorney or other appropriate staff member present, may respond to a concern raised by a speaker during the public comment period, after the speaker is finished.
- Information sheets outlining the process for the public's participation in board meetings will be available at the sign-in area and on the website.