

*Excerpted from the Rules of Procedure adopted by the Board of Commissioners
September 20, 2016*

- (A) Public Comment Periods. The Board is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a public comment time is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Board during the public comment period shall be subject to the following procedures:
- (1) The public comment period shall be held at the beginning of the Board's work sessions and regular meetings. The comment period will be limited to a maximum of thirty (30) minutes. At the discretion of the Board, this time may be extended as circumstances warrant.
 - (2) Persons who wish to address the Board during the public comment period will register on a sign-up sheet located on the Clerk's desk at the front of the Commissioners' boardroom. Speakers will provide contact information and the topic of their comments on the sign-up sheet. Sign-up sheets will be available twenty (20) minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to city staff.
 - (3) If a person arrives after public comment has begun and desires to address the Board, they may do so after those who have signed up have addressed the Board, assuming time is available. Each speaker will have three (3) minutes to make his/her remarks. Speakers may not yield time to another person.
 - (4) Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the podium at the front of the room and will begin their remarks by stating their name and address.
 - (5) Public comment is not intended to require the Board to answer impromptu questions. Speakers will address all comments to the Board as a whole and not to one individual commissioner. Discussions between speakers and members of the audience will not be allowed. Discussions between speakers and members of the Board will not be allowed.
 - (6) Speakers shall be courteous in their language and presentation and must be respectful in their remarks, refraining from personal attacks and the use of profanity.
 - (7) One speaker will be acknowledged at a time. If the time period runs out before those signed up have spoken, those names will be carried over to the next comment period. At the discretion of the Board, the public comment time period may be extended as circumstances warrant.
 - (8) Any applause shall be held until the end of the public comment period.
 - (9) 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.
 - (10) Any comments on matters of public hearings shall be made at the public hearing.
 - (11) By law, individual personnel issues are confidential, and neither City elected officials nor City employees may discuss such matters in open session. Speakers wishing to address

matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel and property acquisition should request time at such closed session to speak. The Board reserves the right to direct speakers accordingly.

- (12) Information sheets outlining the process for the public's participation in Board meetings will be available at the clerk's desk in the commissioners' boardroom.
- (13) Action taken on items raised during the public comment period will be at the discretion of the Board.
- (14) All notice and other requirements of the open meetings law applicable to regular Board meetings shall also apply to public comment periods, since each public comment period is considered to be part of a regular meeting of the Board.