

## **PUBLIC COMMENT PROCEDURES LEE COUNTY BOARD OF COMMISSIONERS**

The Lee County Board of Commissioners 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 special 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 will be held at the beginning of each meeting immediately following *Approval of the Consent Agenda*. The comment period will be limited to a maximum of thirty minutes.
2. Persons who wish to address the Board during the public Comment period will register on a sign-up sheet available on the table outside the entrance door to the Commissioners' Room indicating contact information and topic. Sign-up sheets will be available beginning 30 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 county staff. No one will be allowed to sign up once the Commissioners' meeting has started.
3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker.
4. Speakers will be acknowledged by the Board Chair 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 identify themselves and specify the subject matter of comments to be made.
5. Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussions between speakers and members of the audience may not be allowed.
6. Speakers will be courteous in their language and presentation and not engage in slander or name-calling.
7. 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.
8. Any applause will 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. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.
11. Information sheets outlining the process for the public's participation in Board meetings will also be available with the sign-up sheet.
12. Action on items brought up during the Public Comment period will be at the discretion of the Board.

Adopted the 25th day of July 2005.