

CALDWELL COUNTY BOARD OF COMMISSIONERS PUBLIC COMMENT PERIOD POLICY

The Caldwell 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 shall be 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 scheduled at the end of the meeting and will be limited to a maximum of thirty minutes.
2. Individuals who wish to address the Board during the public comment period shall contact the Clerk to the Board no later than Wednesday before the Board's meeting regularly scheduled at 6:00 p.m. on the third Monday of each month with such meeting subject to change upon proper advertisement. Upon notification, individuals shall inform the Clerk to the Board of the topic they wish to make comment about during the meeting.
3. Each individual signed up to speak shall have three (3) minutes to make remarks and shall only be entitled one additional three-minute time period which may be yielded to him/her by another individual who has also signed up to speak on the same topic.
4. Speakers shall be acknowledged by the Chairman of the Board of Commissioners in the order the Clerk to the Board received their requests. Speakers shall address the Board of Commissioners from the lectern at the front of the room and begin their remarks by stating their name and address.
5. Only one speaker shall be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names shall be carried over to the public comment period scheduled during the Board of Commissioners meeting on the third Monday of the following month.
6. Public comment is not intended to require the Board of Commissioners to answer any impromptu questions. Speakers shall address all comments to the Board of Commissioners as a whole and will not be allowed to address any Commissioner individually. Discussions between speakers and members of the audience will not be allowed.
7. Speakers shall be courteous in their language and presentation.
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 provide a copy of such remarks and documents to 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 in the rear of the Commissioner's Meeting Room.
12. No action on items brought up during the public comment period will be taken during that meeting.

Adopted this the 1st day of August, 2005.

Kathy T. Myers, Clerk to the Board

Faye R. Higgins, Chairman