

<b>CASWELL COUNTY POLICIES AND PROCEDURES</b>				
Policy Number:	9	Title:	PUBLIC COMMENTS RULES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	12/4/17	Date of Last Revision:		Page 1

The Caswell 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 order to balance the need and desire for such citizen input with the necessity of disposing of its regular business in the course of the meeting, the Board does hereby establish the following Public Comments Procedures:

1. As a general policy the Public Comments period will be limited to a maximum of thirty (30) minutes.
2. Persons who wish to address the Board during the Public Comments period will register on the sign-up sheet located on the back table in the Commissioner's Meeting Room. Sign-up sheets will be available thirty minutes (30) minutes before the start of each meeting.
3. Each speaker will have three (3) minutes to make his/her remarks which may be extended by the Chair at his/her discretion. The designated timekeeper will be the Clerk of the Board, or other staff member designate by the Chair, who will begin timing the speaker and will announce by stating their name and address.
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 begin their remarks by stating their name and address.
5. It is recommended that groups or delegations select their spokespersons in advance of the meeting.
6. Individuals shall avoid repetitive remarks and topics for which an opportunity for public comment has already been afforded to the public in another forum such as a public hearing. To avoid remarks which repeat those of a previous individual, a speaker shall concisely express his or her agreement and then go on to other points. The Chairman reserves the right to limit repetitive comments from speakers.
7. Speakers will address all comments to the Board of County as a whole and not to one individual commissioner or to any individual County staff member. Discussion between speakers and members of the audience is not allowed.
8. Speakers will be courteous and respectful in their language and presentation and must refrain from personal attacks and the use of profanity. Willfully interrupting, disturbing or disrupting a meeting and then refusing to leave when directed to do so by the Chair is a criminal offense.
9. If the time period runs out before all persons who have signed up to speak, those names will be carried over to the next Public Comments period. The Chair in its discretion may extend the time for Public Comments.
10. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with Clerk to the Board.
11. It is the policy of the Board that no response in reference to comments made during the Public Comments period of the meeting will be made by the Board during the same meeting.
12. Copies of these Rules and Procedures will be available on the table located at the back of the Commissioner's Meeting Room as well as on line located at [www.caswellcounync.gov](http://www.caswellcounync.gov).

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Adopted this the 4th day of December, 2017.



Nathaniel Hall, Chairman

ATTEST:



Paula P. Seamster, Clerk to the Board

