

**PUBLIC COMMENT PROCEDURES**  
**ALEXANDER COUNTY BOARD OF COMMISSIONERS**

The Alexander 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 during the first regular scheduled Board meeting of each month. The comment period will be limited to a maximum of fifteen (15) minutes.
2. Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available with the Clerk to the Board indicating name and topic. Citizens may have their name placed on the list to speak by telephone request to the Clerk to the Board.
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 them and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic and waives their right to speak.
4. Only one (1) spokesperson will be allowed to speak for a group of individuals wishing to address the Board on the same issue.
5. Speakers will be acknowledged by the Board Chairman in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the lectern at the front of the room and begin their remarks by stating their name and address.
6. The Public Comment Period 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 will not be allowed.
7. Speakers will be civil and courteous in their language and presentation and will refrain from personal attacks.
8. Only one (1) speaker will be acknowledged at a time. If the time period expires before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period scheduled.
9. Any applause will be held until the end of the Public Comment Period.

10. 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.
11. 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, contractual, or property acquisition.
  - matters which are made confidential by law.
  - matters which are subject of public hearings.
12. Information sheets outlining the process for the public's participation in Board meetings will also be available with the Clerk to the Board. This information can be obtained from the Clerk to the Board at the County Administration Office or before the beginning of the Board meeting.
13. Action on items brought up during the Public Comment Period will be at the discretion of the Board and may be referred to County staff for further investigation.

Revised May 13, 2013

---

James H. Jennings, Chairman

ATTEST:

---

Jamie M. Starnes, Clerk to the Board