

CHARLOTTE COUNTY BOARD OF SUPERVISORS  
POLICY FOR PUBLIC COMMENTS AT BOARD MEETINGS  
EFFECTIVE FEBRUARY 2017

1. The Charlotte County (County) Board of Supervisors (Board) Public Comment period should be limited to speakers who:
  - a. Pay personal or real estate taxes in Charlotte County
  - b. Maintain a residence in Charlotte County
2. Speakers should sign up prior to the start of the Board Meeting. At the appropriate time the Chair will recognize each speaker and ask them to move to the podium and clearly state for the record their full name, address, and any organizations they represent.
3. No speaker may speak for more than 3 minutes or use another speaker's time to speak longer.
4. Speakers should focus comments on matters related to County Business.
5. **The public comment period is not a question and answers session and does not require the Board to answer a speaker. However, any speaker who wishes to request a Board Member respond at a later date should provide the Clerk to the Board with appropriate contact information.**
6. A speaker who wishes to support earlier comments is encouraged to state their support for the earlier comments rather than repeating them.
7. Speakers are expected to be courteous in their language and presentation and shall not:
  - a. Campaign for public office.
  - b. Promote private business ventures.
  - c. Use profane, vulgar, obscene or threatening speech.
  - d. Use language of a personal nature that insults or demeans any person or group.
8. Speakers are encouraged to provide the Board a written summary of their comments either before or after their presentation.
9. Anyone unable to attend a given Board meeting may submit brief comments in writing to the Board.
10. Any speaker who requires special accommodations should contact the County Administrator's Office at (434-542-5117) in advance of the meeting.