

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
MEETING CONDUCT GUIDELINES**

Commissioners, staff, audience members and members of the media must conduct themselves in a professional and respectful manner.

All who are present shall refrain from making inappropriate, offensive, insulting, or malicious remarks to anyone. Likewise, vocal, boisterous, or other disruptive demonstrations which will disrupt the orderly flow of the meeting will not be allowed. Any person engaging in this type of behavior shall be ruled out of order by the Chair, and at the direction of the Chair, shall be escorted from the building.

Please silence all electronic devices. (i.e. cell phones and pagers)

ADDRESSING THE BOARD

The Franklin County Board of Commissioners welcomes you to this meeting and encourages public participation during the Public Comments section of the meeting.

How to Address the Board at a Regular Meeting or Special Called Meeting (in person or by written statement):

- Complete the Speaker Request Form and submit it to the County Clerk **five (5) business days** prior to the meeting.
- Please begin your remarks by stating your name and address.
- Direct your comments to the Chair. Please refrain from addressing any individual member of the Board, Staff, or other members of the audience.
- Keep your comments pertinent to your chosen subject matter.
- Refrain from making personal remarks that challenge the integrity or competency of any staff member.
- Please avoid being repetitive, refrain from using inappropriate/offensive, or vulgar language.
- Each individual will be allotted **five (5) minutes** to speak during the Public Comments section.

Please keep in mind that this is your opportunity to address your comments and concerns to the Board as a whole. Board members and/or staff will not answer questions or enter into a discussion with you.

How to Address the Board at a Public Hearing: Persons wishing to address the Board during a duly advertised public hearing will be heard in the order in which they come forward. Please remember,

- Begin your remarks by stating your name and address.
- Keep your comments pertinent to the Public Hearing subject matter.
- Please avoid being repetitive, refrain from inappropriate, offensive or vulgar remarks.

**SPEAKER REQUEST FORM
Please Print Name**

Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

I will speak for myself or, I will speak on behalf of:

Please check one:

____ I wish to speak during the Public Comment Section – dedicated to an item featured on the agenda.

____ I wish to speak during the Public Comment Section – any items the public wishes to address.

____ I wish to speak during the Public Hearing regarding

In favor of

In opposition of

____ I do not wish to speak, but I would like the following comment submitted to be included in the Official Minutes:
