

Kanabec County Public Comment Policy

A. GENERAL

The purpose of this policy is to set a standard of conduct and a guide to the Board and the citizens we serve at the public comment portion of the meeting.

B. SCOPE

This policy applies to all individuals who wish to be heard during public comment to address a county business item.

C. PROCEDURE

1. The public comment period shall be held at regular Kanabec County Board Meetings. It shall be scheduled after the Pledge of Allegiance and before the business part of the meeting. It shall be limited to no more than 18 minutes, unless extended at the discretion of the Board Chair.
2. A Request for Public Comment Form will be available near the Boardroom entrance for those attending in person who would like to address the Board.
3. The Board Chair will call for public comment. Requests to speak will be handled on a priority basis as follows:
 - a. County residents who are attending in-person and have signed-in on the Request for Public Comment Form
 - b. County residents who are attending on-line
 - c. Non-county residents who are attending in-person and have signed-in on the Request for Public Comment Form
 - d. Non-county residents who are attending on-line
4. The Board Chair may limit the number of individual speakers to accommodate the time scheduled for the public comment period of the meeting.
5. Each speaker must be recognized by the Board Chair before speaking. After recognition, the speaker must come to the podium and stand, if able, state their

name and their topic.

6. Speakers will have a maximum of three minutes to address the Board unless the time limit is waived by a Board majority. When there are a large number of speakers to be heard, the Board Chair may shorten this time.
7. Speakers shall conduct themselves in a professional, courteous manner and refrain from the use of profanity. Interruption or other interference with the orderly conduct of the Board shall not be allowed.
8. The Board Chair may limit comments if they become redundant, repetitive, irrelevant, argumentative, disrespectful, disparaging, harassing, abusive, threatening, or discriminatory, do not relate to official county business, or are not germane to a matter under consideration by the Board.
9. Campaign-type presentations are not allowed.
10. A personnel complaint against an individual county employee may not be heard initially at a Board meeting. Personnel complaints may be submitted in writing through the County Coordinator's office. Complaints against the County Coordinator may not be heard initially at a Board meeting, but may be submitted in writing to the County Board Chair.
11. Sufficient warnings may be given by the Board Chair at any time during the remarks and, in the event the speaker continues to violate the standard of conduct set forth, the Chair may then cut-off comment. Consequences for failure to comply can include ejection from the meeting.
12. The Board will not engage in dialogue with speakers and may refer the issue to staff if necessary. Questions from the Commissioners shall be limited to points of clarification.
13. Materials or handouts submitted are public information.