

## **PUBLIC COMMENT PROCEDURES**

### **Board of Directors of the County Officials Association of Tennessee**

Individuals seeking to make public comments to the Board of Directors of the County Officials Association of Tennessee may send a written request to speak via e-mail to [ben@tncountyofficials.com](mailto:ben@tncountyofficials.com).

Requests to speak should include:

- The name and address of the person seeking to make a public comment.
- The meeting at which the person is seeking to make a public comment.
- The topic or agenda item upon which the person plans to speak.
- A copy of any materials to be used.

Requests to make a public comment must be submitted no later than two (2) working days prior to the public meeting at which the person making such a request wishes to speak.

The public comment period shall be reserved on the agenda of all public meetings of the board for a period not to exceed fifteen (15) minutes, unless extended by vote of the board.

- Remarks shall be limited to three (3) minutes per speaker, unless time is extended by vote of the Board.
- Each person speaking shall state his/her name, place of residence, and subject of presentation.
- Groups or delegations must select one individual to speak on their behalf unless otherwise determined by the Board.
- Remarks must pertain to matters on the agenda for the meeting at which the person is speaking or germane to the jurisdiction of the Board of Directors.
- The Board shall take all practicable steps to ensure that opposing viewpoints are represented fairly.
- Individuals speaking during the public comment period shall not engage in personal attacks.
- The Chairperson shall have authority to terminate remarks of any individual who is disruptive or does not adhere to Board rules.
- Members of the Board have the privilege of asking questions of any person who addresses the Board.