

## **PUBLIC COMMENT PERIOD POLICY**

**[ADOPTED ON AUGUST 10, 2020]**

The public comment period shall be reserved as an item of business on the agenda for all regular and special meetings of the County of Clinton Industrial Development Agency (the "Agency"). All comments to be made during the public comment period shall be subject to the following guidelines:

1. Prior to the start of the public comment period, persons wishing to address the members of the Agency will register on a sign-up sheet to be provided by staff of the Agency. Prior to beginning the public comment period, the Chairperson will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will be asked to identify themselves for the record.

2. Topics must be germane to the Agency.

3. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. The Executive Director of the Agency (the "Executive Director") shall serve as time keeper and will promptly announce when the speaker's time has expired. The public comment period at any meeting of the Agency shall be limited to twenty (20) minutes in duration, subject to extension by the Chairperson at his or her sole discretion.

4. No time may be yielded or transferred from one speaker to another. Each speaker will be concise and avoid repetition. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.

5. The public comment period is not intended to require the members or staff of the Agency to answer any questions. Members of the Agency may ask a speaker to clarify information in order to better understand the speaker's comments. The members of the Agency will not take action on an item presented during the public comment period. Upon completion of the public comment period and when appropriate, the members of the Agency may summarize the comments heard from citizens. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the members of the Agency for consideration and review.

6. Speakers will address comments to the members of the Agency as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.

7. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Executive Director. Speakers who have materials that they want distributed to the members of the Agency related to the item they plan to discuss during the public comment period shall provide ten (10) copies of those documents to the Executive Director prior to the start of the meeting.

8. Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated.

9. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Chairperson may declare "out-of-order" any person who fails to comply with this policy. The Chairperson shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.