

## BOH Meeting Public Comment Guidelines

Members of the general public are encouraged to attend open sessions of our meetings and address the St. Lawrence County Board of Health under the Public Comment Section of our stated Agenda.

Individuals wishing to speak during the Public Comment Section are required to sign in with the Clerk. During the time set aside for public comment on the agenda, the President of the Board will call forth individuals who signed up. Public testimony guidelines are as follows:

1. Prior to the start of the meeting there will be a sign-up sheet for members of the public to sign up if they wish to speak before the Board of Health. After all individuals who signed up for Public Comment have spoken, the President may ask if there are additional individuals who would like to speak.
2. Speakers should adhere to the following protocol:
  1. Sign in with the Clerk before the meeting.
  2. Speakers will stand and state their name and address.
  3. Address comments to the Board of Health as a whole.
  4. Give written statements and other supporting material to the Clerk. Please note that written statements are made a part of the permanent records of the Board of Health. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to Board of Health members.
  5. You may not sign up for someone else.
3. Three minutes will be allowed for each presenter to speak. However, the President may, with consensus of the Board members, reduce the time allocated for all individuals to speak.
4. If a speaker represents a group, he/she may want to have others in agreement stand while he/she speaks, rather than having all speak on the same issue.
5. In order to maintain respect for all points of view, the Board of Health requests no clapping, booing or any other form of support or nonsupport be used.
6. When multiple comments on the same topic have been presented, the President may request additional comments on the topic be limited to those who have new information to present.
7. Debate and dialogue with the Board of Health is not allowed during public comment.
8. Use of the projection system is reserved for staff scheduled agenda item presentations only.
9. Personal attacks towards others, derogatory comments, insults, profanity, and the like is strictly prohibited when addressing the Board.

**NOTE: failure to comply with the rules of the Public Comment Section as stated above could result in the following:**

1. Statements of the speaker(s) may be struck from the record.

2. The individual speaker may lose any additional allotted time for speech.
3. If the President determines that the speaker, subsequent to warning, will not refrain from the behavior, the President may alert law enforcement as to a disturbance of the peace.
4. If the speaker persists in the behavior, over repeated appearances, the President may declare the individual to be prohibited from public comment due to repeated violations of established policy and, where appropriate, law enforcement may be able to seek the issuance of an Order of Protection for the Board of Health if accompanying criminal charges.

In lieu of having a large number of individual speakers, organized groups can request up to five minutes to speak during public comment, as long as the request is received two days prior to the scheduled meeting. The President will then either grant the request or deny the request, and the Clerk will notify the group.

When an individual and/or organization would like to be formally scheduled on the Board of Health agenda, the individual and/or organization must submit the request in writing to the President or the Director of the Public Health Department. The President of the Board of Health will determine if the request should be granted and determine placement on an agenda. The individual and/or community organization will be notified of the decision.