

**PUBLIC COMMENT**  
**WHITESIDE COUNTY BOARD OR COMMITTEE**  
**MEETING**  
**SPEAKER SLIP**

**DATE** \_\_\_\_\_

**TIME** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**ON WHAT TOPIC YOU WILL SPEAK?**

\_\_\_\_\_

**ALL PUBLIC COMMENT SPEAKERS WILL BE ALLOWED 5 MINUTES  
TO ADDRESS THE BOARD OR COMMITTEE**

# INSTRUCTIONS FOR PUBLIC COMMENT

## WHO CAN MAKE A PUBLIC COMMENT?

- Each regular business meeting of the board and its various committees includes a public comment period in which any citizen may make a statement regarding an item on a past, present or future board or committee open-session agenda, or a matter of general policy over which the board or committee has jurisdiction. 30 minutes will be set aside for public comment.

## SIGN-UP

- A speaker must complete a speaker slip prior to the start of the meeting.
- There will be a 5 minute time limit for each speaker.

## Rules governing the manner in which the public may address the County Board and its various committees:

1. Requests to address the Board/Committee shall be submitted in writing prior to the meeting. Forms shall be made available at each meeting, in the County Administrators office and on the County website.
2. Comments shall be limited to five minutes per person. Total time allotted to public comment shall not exceed 30 minutes without the consent of the Board/Committee Chairman.
3. Comments shall be directed to the Board/Committee and not to individual members.
4. Comments shall be presented in a professional demeanor and not in a threatening, profane, vulgar or abusive manner.
5. Comments shall be limited to topics that are relevant to the business matters of the County Board/Committee.
6. Any materials to be distributed to the Board/Committee members shall be submitted to the administrators office prior to the meeting. Preferably at least 24 hours in advance.
7. It shall be the decision of the Board/Committee Chairman if it is appropriate to respond to a question and which Board member will respond. Individuals who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.
8. In the interest of allowing all viewpoints to be heard the Board/Committee chairman may ask speakers expressing similar viewpoints to elect one person from the group to speak on their behalf.
9. Public comment shall not be allowed on those agenda items coming to the Board/Committee from a public hearing where sworn testimony was taken. Those wishing to comment on these items should attend and speak at the public hearings.