

# HAMBLEN COUNTY LEGISLATIVE BODY/HAMBLEN COUNTY COMMISSION/COMMITTEE

## Public Comment Guidelines for Meetings

1. Everyone attending the meeting will refrain from private conversations while the Hamblen County Commission (hereinafter referred to as "the County Commission") is in session and cell phones shall be set to silent.
2. Citizens and visitors attending the county commission meetings are expected to act respectfully. Any person making personal, impertinent, profane or slanderous remarks or who becomes disruptive while addressing the County Commission or while attending the meeting shall be removed from the room if so directed by the Commission Chairman. The person shall be barred from further audience before the County Commission during that meeting. If the Commission Chairman fails to act, any member of the County Commission may move to require enforcement of the rules, and the affirmative vote of a majority of the County Commission shall require the presiding officer to act.
3. The Commission Chairman shall not allow disruptive comments and remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations. The person guilty of such conduct may be removed from the room. In case the Commission Chairman shall fail to act, any member of the County Commission may move to require enforcement of the rules and the affirmative vote of the majority of the County Commission shall require the presiding officer to act.
4. No placards, banners, or signs will be permitted in the County Commission meeting room or in any other room in which the County Commission is meeting. Exhibits, displays, and visual aids used in connection with presentations, however, are permitted.
5. Cameras, video equipment, and other recording devices shall be restricted to a designated area of the meeting room and shall not be allowed to interfere with the conduct of the meeting or hamper the ability of the audience to observe and participate in the meeting. The Commission Chairman shall require that such equipment be operated within these guidelines or have the equipment removed from the meeting room.

### ***Members of the audience may speak during this section of the agenda subject to the following guidelines:***

- A person wishing to address the County Commission regarding items **NOT** on the agenda can do so during the "**Public Comment Item a. Regarding General/Non -Agenda Items.**"
- A person wishing to address the County Commission regarding business of the agenda can do so during the "**Public Comment Item b. Regarding Agenda Items**" section of the agenda.
- Public Comments for the County Commission Regarding General/Non-Agenda Items and Agenda Items will be held to a thirty (30) minute time limit for each section.
- A person wishing to address the County Commission must log their name and address and topic of discussion on the Sign-In Sheet at the back of the courtroom and be recognized by the Commission Chairman. A sign in sheet will also be made available on the podium.
- If the speaker has not signed-in on the sign -in sheet then the speaker must provide his/her name and address at the podium for the minutes.
- Speakers at a commission meeting must address their comments to the Commission Chairman rather than to individual members of the County Commission or staff.
- Each speaker will be allowed a maximum of three (3) minutes to address the County Commission. Public Comments for the County Commission Regarding General/Non-Agenda Items and Agenda Items will be held to a thirty (30) minute time limit for each section. A majority vote of the County Commission will be required to extend the time limit.
- The County Commission may impose more restrictive time limits if a large number of people desire to speak. If a large number of speakers are present to address an issue, the County Commission may set a limit on the total time allowed for all speakers or ask that a Spokesperson be named to speak on behalf of the group.

- The County Commission will not discuss or consider any item addressed during the “Public Comment” Section.
- Issues raised may be referred to staff for response at a later date or may be scheduled for discussion by the Commission at a later time.
- For Committee Meetings a person wishing to address the Committee will be allowed a maximum of three (3) minutes per Committee to speak.
- Each Committee will be held to a fifteen (15) minute time limit for public comments. A majority vote of the Committee Chairman will be required to extend the time limit.
- For Commission and Committee Meetings, the public will not be allowed to enter the well, unless invited by the Chariman, 15 minutes prior, during and 15 minutes after the Committee or Commission meeting.

#### ***Consent Calendar Items***

- Monthly Checks will be moved from the Finance Committee to the Consent Calendar.
- Personnel Committee Items-Education, Longevity and Military Pay will be on the Consent Calendar for approval.

***These guidelines should be made available to the audience prior to the meeting.***

Adopted by Hamblen County Legislative Body 11/19/15 effective 12/1/15.

Revised by the Hamblen County Legislative Body 1/19/2023 effective 2/1/2023.

Revised by the Hamblen County Legislative Body 2/23/2023 effective 3/1/2023.