## **Public Comment Period Procedures**

The Public Comment period shall last no longer than 15 minutes. Time may be extended at the discretion of the Board.

Each speaker will have a maximum of 3 minutes to make remarks until the 15-minute limit is attained.

No time may be yielded by a speaker to another speaker.

Speakers will be acknowledged by the Board in the order in which their names appear upon the sign-up sheet.

Speakers will address the Board from the lectern and begin their remarks by stating their name and address.

Public Comment is not intended to require the Board to answer any impromptu questions.

Speakers will not discuss matters regarding the candidacy of any persons seeking public office.

Speakers will be courteous in their language and presentation. Personal attacks will not be tolerated.

Written comments and/or supporting documents may be left with the Clerk to the Board.

