



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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SAM PARKER, District 1
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COLTEN WRIGHT, District 5

DEVANN COOK, County Administrator
BRAD BAKER, Asst. County Administrator
THOMAS V. DANNHEISSER, County Attorney

The Board of County Commissioners unanimously approved the following meeting procedures at the February 4, 2021

Regular Meeting through [Resolution 2021 – 11](#) (amended via [Resolution 2021-45](#)).

- 4) To establish a fair and transparent procedure for public comment and input at public meetings, the following procedures shall be employed for members of the public to comment on all County matters relative to official action or deliberation before the Board prior to final action:
 - A) **Public Forum:** Regular Board meetings include a Public Forum during which members of the public may address the Board. Persons attending the meeting may sign up to speak during the Public Forum on any matter of County business that is not on that meeting's agenda as a formal agenda item. Those speaking at Public Forum will provide the subject matter of their comments on the sign-up form.
 - B) **Comment on Agenda Items:** Persons attending a Regular Board Meeting may sign up to speak once on each agenda item on that meeting's agenda. Those speakers who have signed up will be called to speak prior to final action by the Board on that agenda item.

- 5) To ensure that meetings are conducted in a civil, orderly, and efficient manner, the following rules shall govern all members of the public providing comment and input to the Board:
 - A) All speakers and presentations should be tasteful, truthful, and non-accusatory in nature.
 - B) Speakers should be concise and refrain from redundancy with other speakers.
 - C) All comments during the public forum and on County agenda items will be limited to no more than four minutes. The Chairperson of the Board may decrease the time allotment if needed to ensure all speakers are provided an opportunity to speak on a given item.
 - D) Members of the public addressing the Board shall provide for the record their full name and address or, in lieu of their address, a general description of the area of Santa Rosa County where they live.

- E) All remarks should indicate the speaker's support, opposition or neutrality on a proposition.
 - F) All members of the audience must show decorum so that all interested parties are allowed an opportunity to hear the discussion.
 - G) In order to ensure the efficient conduct of County business, the chairman may limit the number of speakers on the same topic or require them to select representative speakers.
- 6) The Board will not allow:
- A) Comments on any ongoing criminal investigation or pending or ongoing litigation.
 - B) A speaker to relinquish time to another speaker.
 - C) Signs or other obstructions that block the view of those in attendance or are deemed disruptive to the conduct of the meeting.
- 7) The Chairperson may:
- A) Interrupt or terminate a speaker's statement when the comments are too lengthy, personally directed, abusive, threatening, derogatory, defamatory, obscene, or irrelevant.
 - B) Request any individual to leave a meeting when that person does not observe reasonable public decorum.
 - C) Request the assistance of the Sheriff's Office to remove a disorderly person when his/her conduct interferes with the orderly progress of a meeting.
 - D) Call a recess or adjourn a meeting when the lack of public decorum interferes with the orderly conduct of the meeting.
 - E) Waive these rules with the approval of the majority of the Board of Commissioners in attendance.