

## **Board of County Commissioners**

### **Escambia County, Florida**

Title: Public Forum and Written Communications for Board of County Commissioners Meetings - Section I, Part A.4  
Date Adopted: May 24, 1979  
Effective Date: March 21, 2013, Amended  
Reference: Section I A.4- Scheduling Appearances for Public Hearing and Public Forum  
Policy Amended: April 1981, November 1985, June 7, 1994, September 27, 1994, May 20, 2004, February 3, 2005 and March 21, 2013

#### **A. PUBLIC FORUM**

1. Citizens wishing to speak at public forum will be heard beginning at 4:30 p.m., immediately prior to the regular Board of County Commissioners Meeting which begins at 5:30 p.m. on the first and third Thursdays of each month in the following manner:
2. Each speaker will be allotted three minutes, unless otherwise determined by the Chairman.
3. Public forum is intended for matters not included on the agenda for the meeting. Citizens wishing to address items on the agenda should sign up to speak to such item at the regular Board of County Commissioners meeting.
4. At the Chairman's discretion, public forum may end at 5:25 p.m. to allow the regular Board of County Commissioners' meeting to commence on time.

#### **B. WRITTEN COMMUNICATIONS**

1. Those citizens who advise the County in writing by the agenda deadline will be placed at the beginning of the agenda under "Written Communication".
2. Only the person requesting to be placed on the agenda under Written Communication will be allowed to address the Board, unless the Chairman determines additional speakers are warranted.
3. Requests to be placed on Written Communications shall be granted on a first-come, first-served basis.
4. The Chairman will determine the number of items that will be placed under Written Communication on any agenda, as well as the amount of time for each speaker depending upon the subject matter of the communication to be presented to the Board. The Chairman will inform the speakers prior to their presentations of the amount of time allowed.

5. It is intended that such communications be limited to subjects that may be disposed of and considered by the Board of County Commissioners in a relatively short period of time. Items which may require a lengthy discussion should be addressed at the Public Forum, so that a decision can be made as to whether to bring it before the Board or not and in what form.