

General Guidelines for Public Comment

During

Board of County Commissioners Meetings and Public Hearings

Approved by Resolution No. 24-003

1. **County Commissioner Meetings and Public Hearings:** Members of the public are welcome to address the Commissioners during the designated public comment portion of the Board of County Commissioner meeting and during the designated public comment portion of any public hearing. Each speaker is allotted 3 minutes to present their views.
2. **Work Sessions:** Work sessions provide the Commissioners an opportunity to discuss County business in a public forum as required. Public comment is not a guaranteed part of the Work Session. Comments will be allowed at the discretion of the Board at the end of the Work Session if time allows.
3. **Addressing the Commissioners:** When it's your turn to speak, approach the podium, sign-in on the sheet, speak into the microphone and clearly state your name for the record. Please continue to speak into the microphone so your comments can be properly recorded.
4. **Time Limit:** In fairness to all, each speaker is limited to 3 minutes. A timekeeper will give you a warning when you have 30 seconds left, allowing you to conclude your remarks.
5. **Relevance:** During public hearings, keep your comments focused on the topic at hand, or case under consideration.
6. **Respect:** Maintain a respectful tone and demeanor when speaking. Comments will become part of the public record. As a result and in the spirit of civil discourse, please avoid personal attacks and profanity. Disruptive behavior is not permitted.
7. **Questions:** If you pose a question during your comment, please do not expect an immediate answer. The Commissioners will note the question and may address it during their deliberations or request that the staff provide a response.
8. **Group Representation:** If you are representing a group, you may request additional time to speak. However, this is at the discretion of the Chair and typically only granted if the group has consolidated their comments to avoid repetition.
9. **Written Comments:** Written comments are also accepted and will be included in the public record. Please submit these to the Commissioners' administrative assistant no later than the Friday before a scheduled public hearing or meeting. Comments can be sent via email (pcadmin@parkco.us) or mailed to the Board of County Commissioners' office (PO Box 1373, Fairplay, CO 80440).
10. **Concluding:** After your time has expired, conclude your comments promptly to allow the next speaker to begin.