



LORAIN COUNTY COMMISSIONERS

Marty Gallagher

David J Moore

Jeff Riddell

PUBLIC COMMENT GUIDELINES FOR BOARD OF COMMISSIONERS MEETINGS

All meetings of the Lorain County Board of Commissioners are open to the public and public comment is welcome as it pertains to county business. Public comment is accepted for each agenda item ("motion") being considered by the Board of Commissioners, and a general public comment period is also offered before the Board of Commissioners meeting adjourns.

In the interest of completing county business in a timely manner and hearing all public comment as it relates to county business, the following guidelines are in place for public comment periods:

Guidelines - All Public Comment Periods

- All speakers must sign into the meeting on the sheet available in the back of the room five minutes prior to the scheduled meeting start time. If the meeting is virtual, speakers must register in advance if they wish to give public comment.
- The roster of speakers will be collected by County staff five minutes before the scheduled start of the public meeting and will be delivered to the Clerk.
- All speakers must come to the podium if they are physically able (if the comments are in-person).
- Speakers should identify themselves by name and address.
- Those seeking to speak during the time set aside for public comments on items appearing on the agenda must state the specific agenda items they wish to address in writing on the sign in sheet.
- Those seeking to speak during the time set aside for general public comments must identify the subject matter which they wish to address in writing on the sign-in sheet.
- Speakers may present once for the general comment period.
- **All public comments must be relevant, or "germane," to County business.** This means that the subject matter of all comments must be limited to items or issues which are currently before the Commissioners for consideration, or which may come before the Commissioners for consideration at a future meeting. Whether a matter is germane to County business is a determination to be made by the President.
- **No person may engage in conduct that disrupts a Public Meeting.** Conduct including personal or abusive language, name calling, racial, ethnic slurs, boisterous, loud or threatening conduct, violent disturbance, electioneering, signage or any form of visual, such as banners and signs, or audio disruptions that in the judgement of the president are disruptive to the orderly conduct of the board and the meeting.
- **Disruptive behavior** also includes personal attacks on staff or members of the public, yelling from the seats, arguing whether a matter is germane to County business once the President of the Board of Commissioners has decided on such, or refusing to yield the floor once time has elapsed and being requested to sit down, shall be grounds for removal from the meeting (or being muted if the speaker is virtual) without further admonishment or warning.



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- Comments between speakers and attendees, political speeches, including threat of political action will not be permitted.
- Booing, handclapping, or excessive noisemaking that could be disruptive to the formality of the proceedings is inappropriate behavior.
- Time limits will be monitored and the President of the Board will respectfully advise speakers to conclude their comments when the allotted time has expired. Additional time may be granted to individual speakers at the discretion of the President.
- The President may, in his or her discretion, limit the number of people speaking on the same topic. If several people wish to provide information on the same issue, the President may suggest they select a spokesperson to speak on behalf of all.
- Individual Commissioners may, at their discretion, respond to public comments made during the course of the meeting. The public is reminded that the time set aside for public comment is not intended to represent an opportunity for dialogue with the Board and is not a question and answer session.
- Public comments should show respect for the process and for those attending the meeting by using appropriate language and dignified behavior. Questions or criticism of policy determinations by the Board or its members are appropriate. However, personal attacks are not appropriate. The President has the responsibility to ensure that appropriate behavior is maintained.
- Disruptive behavior, including but not limited to personal attacks on staff or members of the public, yelling, cat calls or expressions of support or opposition from the audience, arguing whether a matter is germane to County business once the President of the Board of Commissioners has decided on such, or refusing to yield the floor once time has elapsed and being requested to sit down, shall be grounds for removal from the meeting (or being muted if the speaker is virtual) without further admonishment or warning.
- Public comments shall not violate the Ohio Revised Code provisions concerning Disturbing a Public Meeting or Disorderly Conduct.** The Board President reserves the right to end the total period for public comments at any time.

The Commissioners welcome written correspondence, comments, and feedback at
<https://www.loraincountyohio.gov/FormCenter/Contact-Forms-4/Contact-Lorain-County-Government-52>

Individual Agenda Items — 2-minute time limit

- All comments must be limited to the subject of the matter the Board will be voting upon.
- Speakers may present once during the individual agenda item period.
- Further comments or questions about an agenda item should be directed to the Board Secretary when the meeting adjourns.

General Public Comment Period — 2-minute time limit

- All general public comments must be limited to matters germane to County business before the Board of Commissioners, as defined above.



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I have received the copy of *Public Comment Guidelines for Board of Commissioners Meetings* attached to this sheet.

I have reviewed and understand the Public Meeting Guidelines.

Agenda Item Agenda Number _____ Public Comment

Print Name

Date

Address

City, State, Zip

Telephone Number

Topic

Revised 11/30/2023
Letterhead Updated 3/7/2025