

**PUBLIC COMMENT POLICY FOR USE AT ALL
FRANKLIN COUNTY COMMISSION MEETINGS**

I. PURPOSE

The purpose of this policy is to establish the procedures by which the County Commission will entertain and address public comments at meetings of the County Commission. In order to give meaning and substance to such policy it is first necessary to delineate the types of meetings held by the County Commission and indicating at which types of meetings public comment will be allowed. A word of caution, this policy is not directed at nor shall it be applied to “public hearings”. The types of meetings are:

A. Formal Meetings of the Commission: These are regularly scheduled meetings normally held on Tuesday mornings at which Commission Orders are adopted. Public Comment in accordance with the policy is encouraged. Agenda attached hereto will be utilized.

B. Informal Meetings: These are meetings which are open to the public, will have a simplified agenda and will focus primarily on discussion of County business between Commissioners and designated county officials or employees. No action will be taken. There will be no public comment.

C. Administrative Work Sessions: Routine meetings to act on ministerial matters. No agenda required. No public comment. No policy decisions made.

D. Closed Session Meetings: Conducted in accordance with Missouri law. Not open to public.

II. PUBLIC COMMENT

At each formal meeting there will be two (2) distinct opportunities for public comment, as follows:

A. Comment on Agenda Action Items: All members of the public attending formal Commission meetings shall have the right to comment on Commission Orders or Resolutions to be acted on at the meeting. Comments will not be allowed on any item not listed for action at the meeting in question.

B. Request to be placed on Agenda: Any citizen shall have the right to request an opportunity to be heard at a formal meeting of the Commission. To present an item to the Commission at a formal meeting the person desiring to be heard shall submit a request to the Secretary of the County Commission no later than 4:00 P.M. on the Wednesday preceding the meeting at which the person desires to be heard. The request need not be on any particular form but must state the name, address, phone number and e-mail address, if available, of the person who desires to appear before the Commission. The request shall briefly describe the nature of the issue which is the topic of the presentation. The County Commission reserves the right to postpone any such request to a later meeting if it is necessary to gather appropriate information with which to respond. The Commission also reserves the right to disallow any request if the issue involves privacy rights of an employee or elected official or the request pertains to information which is otherwise protected by Missouri law.

III. DECORUM

All persons who wish to comment publicly are reminded that they should at all times be courteous and use proper decorum. Any person who violates this policy may be removed from the meeting and/or barred from all future public comments. No time limit will be initially imposed but the Commission reserves the right to establish a limit in general or for particular individuals.