



**BARNSTABLE COUNTY COMMISSIONERS**

**P.O. Box 427**

**Barnstable, Massachusetts 02630**

**(508) 375-6648**

**FAX (508) 362-4136**

*HOME RULED CHARTERED IN 1989*

## **GUIDELINES FOR MEETINGS IN THE PUBLIC FORUM**

The Board of County Commissioners appreciates your attendance at public meeting forums. We value your input and look forward to hearing your questions or comments as part of the “Public Comments” segment of our regular meetings.

The following guidelines have been established to make the best use of meetings in the public forum:

1. Please feel free to speak on any topic affecting Barnstable County residents during the “Public Comments” segment of the regular meeting.
2. All speakers must identify themselves.
3. Please try to keep your comments short and to the point. Plan on being allowed approximately three (3) minutes to speak but the actual time limit will be at the discretion of the Chair.
4. Making a presentation using the slide or overhead projectors is not appropriate for public forum.
5. If you believe that your topic requires more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the County Administrator to ask to be put on a future agenda.
6. You are free to make your point for all to consider. However, engaging in active debate with the Board of the County Commissioners or audience members will not be allowed. All questions and comments must be directed at the Chair.

7. Public forum cannot be used as a candidate's forum.

8. All remarks must be respectful, courteous, and presented in a dignified manner. All remarks must also be free of personal attacks. Inappropriate language will not be tolerated.

The Board of County Commissioners appreciates your cooperation in honoring these guidelines.