



Board Members

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**FAIRFIELD COUNTY PORT AUTHORITY
PUBLIC COMMENT POLICY**

Adopted: March 18, 2015

I. Purpose of the Policy

This Public Comment Policy sets the guidelines and requirements for members of the public to speak at public meetings of the Fairfield County Port Authority (Port Authority) Board of Directors (Board) meetings. This Public Comment Policy aims to facilitate public involvement in Port Authority Board meetings in an orderly and productive manner.

II. Public Comment Period

The public comment period in all public meetings of the Board shall take place at the conclusion of all old and new business and prior to any executive session into which the Board may adjourn pursuant to Ohio law. In addition to the public comment period, the Board may allow for public comment in relation to any agenda items.

III. Public Comment Procedures

Any person wishing to speak during the public comment period must sign up prior to the start of the meeting. Only speakers who have signed up will be permitted to speak. The Secretary-Treasurer or Assistant Secretary-Treasurer shall determine whether speakers will comment on matters directly related to items on the agenda for that meeting, and only speakers whose comments directly relate to items on the agenda shall be permitted to speak. Persons wishing to address the Board regarding other items should do so through correspondence to the Board to the address shown on this Public Comment Policy.

Speakers must identify themselves prior to beginning their comments.

Each person speaking during the public comment period shall have three minutes to speak. Upon request, and at the Chair's sole discretion, a speaker may be permitted to speak for an additional two minutes.

Any person wishing to speak also may submit written materials to the Board, provided, however, that such written materials must be given to the Executive Director prior to the start of the meeting. NOTE: ALL MATERIALS PRESENTED TO THE BOARD IN WRITING WILL BE ATTACHED OR INCORPORATED INTO THE MINUTES AND WILL BE RETAINED BY THE PARTY AUTHORITY.

Speakers should not expect the Board members to engage in a dialogue with them, although Board members may ask speakers questions. Speakers should instead present their comments as a speech or monologue.

Any speaker who uses obscene language, makes threats, shouts, or engages in other disruptive or threatening behavior will be ruled out of order by the Chair and ordered to cease such violation. Failure to comply with the Chair's order will result in removal from the meeting.