

## Chapter 2

# ADMINISTRATION

### ARTICLE II. BOARD OF COMMISSIONERS

#### Sec. 2-33 Code of Conduct

- (1) **Commissioners.** Each Commissioner shall conduct themselves in a professional and respectful manner during all meetings, work sessions and public hearings. The Commissioners will treat one another, staff, and members of the audience with courtesy and respect. Inappropriate, offensive, insulting or malicious remarks will not be used. Commissioners will refrain from engaging in any type of behavior that disrupts the orderly flow of the meeting. During the open, public portion of a meeting, Commissioners will refrain from making personal remarks that challenge the integrity or competency of any staff member.  
Commissioners will direct all remarks to the Chair and not to individual Commissioners, staff or members of the audience, unless otherwise granted by the Chair.
- (2) **Members of the audience.** All members of the audience are expected to comply with the Code of Conduct established for the Commissioners. Vocal, boisterous or other disruptive demonstrations that disrupt the orderly flow of the meeting will not be allowed.
- (3) **Enforcement of the Code of Conduct.** The Sheriff, or such member of the Sheriff's Office as he/she may designate, shall be sergeant at arms of the Commissioners' meetings. Said sergeant at arms shall carry out all orders and instructions given by the Chair for the purpose of maintaining order and decorum during the Board of Commissioners meeting. Upon instruction of the Chair, it shall be the duty of the sergeant at arms to place any person who violates the order and decorum of the meeting under arrest and remove such person from the building in which the meeting is being conducted.

#### Sec. 2-34 Rules Governing Public Participation

Public participation in the Board of Commissioners meetings shall be permitted in accordance with the following provisions:

- (a) **Speaker Request Form.** The Speaker Request Form can be requested in advance from the County Clerk, obtained from the county website, or obtained at any Board of Commissioners regular meeting. The form may be completed and submitted to the Clerk prior to any meeting by hand delivery, regular mail or email.
- (b) **Public Comment(s) Section.** Persons wishing to address the Board during the Public Comments Section of the agenda should do so in the following manner:
  - (1) Clarification of two (2) public comment sections. The **first public comment section** shall be featured at the beginning of the meeting and will be dedicated to comments related to items featured on the agenda. The **second public comment section** will be featured prior to the close of the agenda and will be for any items the public wishes to address.

- (2) Complete a Speaker Request Form (Form) and submit it to the County Clerk at least five (5) minutes before the start of the meeting. Failure to complete and submit the Form will not preclude anyone from addressing the Board during Public Comments section of the meeting. However, individuals who complete and submit the Form shall be heard first, and any other person wishing to make a comment shall subsequently be heard in the order in which they come forward.
  - (3) The Chair will open the floor to public comments and individually call each speaker forward to address the Board.
  - (4) The speaker should begin his/her remarks by stating his/her name and address.
  - (5) All comments should be directed to the Chair. Discussions or debates with any individual Commissioner, staff members or members of the audience will not be permitted unless otherwise granted by the Chair.
  - (6) Comments should be kept pertinent to the speaker's chosen subject matter, and the speaker will refrain from making personal remarks that challenge the integrity or competency of any staff member. The speaker will avoid being repetitive, and refrain using inappropriate, offensive or vulgar language.
  - (7) Each speaker will be allowed a reasonable amount of time to speak as determined by the Chair.
  - (8) Before closing the floor to public comments, the Chair will inquire if there are any additional public comments.
- (c) **Public Hearings.** Persons wishing to address the Board during a duly advertised public hearing will be heard in the order in which they come forward. Speakers will begin his/her remarks by stating his/her name and address. Comments are to be kept pertinent to the subject matter of the hearing, and the speaker will avoid being repetitive or using inappropriate, offensive or vulgar language. Each speaker will be allowed a reasonable amount of time to speak as determined by the Chair.