



Public Meeting Request for Public Comment

(Use this form if you'd like to speak during the PUBLIC COMMENT section of the agenda only)

(Please print clearly)

Date of Meeting: _____

Full Name: _____

Full Address: _____

Phone Number or Email Address: _____

Topic of Comment: _____

I will be providing my comment: (circle one): In person Via Zoom

By completing and signing this form, I acknowledge that I have read and will comply with the Public Hearing/Meeting Rules adopted by the Board of County Commissioners on June 21, 2022 (see back), including the following:

- 1) My comments must be limited to 3 minutes.
- 2) No direct response from the governing body is required. In addition, if my comments are unrelated to any item on today's agenda, any response from the governing body is prohibited since the topic is not posted on the agenda and any comment could potentially violate the Colorado Open Meetings Law.
- 3) The length of the public comment period for public meetings and public hearings will be at the discretion of the Chairman. Therefore, this form does not necessarily guarantee all individuals who complete this form will have the opportunity to be heard during that period.

Signature: _____

Date: _____

PUBLIC HEARING/MEETING RULES

These rules apply to all County hearings and meetings

- 1.0 All persons attending this public hearing are expected to behave in a professional and civil manner, and the Chair reserves the right to require persons violating the rules of decorum to leave the hearing room.
- 2.0 Outbursts and interruptions from any person in the hearing room, including shouting, clapping, booing, laughing, or other reactions to the proceedings are prohibited.
- 3.0 All comments from the public shall only be made by Archuleta County residents who have been recognized by the Board and shall only be made to the Chair (no comments or questions shall be directed at staff, an applicant or presenter, or other members of the public).
- 4.0 All comments from the public shall only be made by persons speaking into the microphone at the lectern after they have identified themselves on the record. The proceedings are recorded and comments made away from the microphone are inaudible and cannot become part of the official record.
- 5.0 **Order and timing of Speakers.** Unless modified by the Chair, the order and timing of speakers at a meeting shall be as follows:
 - 5.1 **Staff presentation, if any.** Timing – as needed. Staff will make a presentation to the Board and receive questions from the Board.
 - 5.2 **Applicant or Presenter presentation.** Timing – as needed. The Applicant or Presenter will make a presentation to the Board and receive questions from the Board.
 - 5.3 **Public input.** Timing – At the Chair’s discretion, **three (3) minutes per speaker** (prior to starting their presentation, speakers who have prepared presentations that include detailed handouts, PowerPoint presentations, or similar items, and speakers who represent an organized group, may request that the Chair, **in his or her sole discretion**, approve additional time). Speakers are encouraged to state their agreement with the testimony of a previous speaker rather than providing repetitive and redundant testimony. No speaker may yield part or all of his/her time to another speaker. If a speaker is reading from prepared notes and runs out of time before reading all their notes, the speaker can leave the printed notes with the commissioners. Speakers may not extend their time by having someone else finish reading their comments. **THE PUBLIC WILL NOT BE ALLOWED TO SPEAK AGAIN AT THE CONCLUSION OF THE PUBLIC COMMENT PORTION OF THE HEARING.**
 - 5.4 **Applicant or Presenter clarification.** The Chair, **in his or her sole discretion**, may allow the Applicant or Presenter additional time to respond to the public input. Timing – as needed, subject to limitations that the Chair may determine are appropriate. No public questions or input will be allowed.
 - 5.5 **Staff clarification.** The Chair, **in his or her sole discretion**, may allow Staff time to respond to input from the Applicant, Presenter or the Board. Timing – as needed. No public questions or input will be allowed.
 - 5.6 **Board discussion and deliberation.** Timing – as needed. The Board members may discuss their respective views of the agenda item.
- 6.0 **Board Vote.** If the agenda item requires approval by the Board, the Chair will entertain a motion for approval or denial of the application, and if a motion is made and seconded, the Board will vote.