

**Public Comment Procedures**  
**Moore County Board of Health**

*The Moore County Board of Health is committed to and welcomes public comment and considers their input in developing goals, objectives, and strategies for community health improvement and for the effective and efficient protection of public health. In addition to public hearings as prescribed by North Carolina General Statutes, a special time is set aside for the purpose of receiving such comments, suggestions, and requests at all regularly scheduled Board of Health meetings. All comments, suggestions, and requests addressed to the Board of Health during the Public Comment Period shall be subject to the following procedures:*

- 1. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty minutes.*
- 2. Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available on a table outside the entrance door to the Board of Health's Meeting Room indicating contact information and topic. Sign-up sheets will be available beginning 30 minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to Health Department Staff.*
- 3. Each person signed up to speak will have a maximum of three minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.*
- 4. Speakers will be acknowledged by the Board Chair in the order in which their names appear on the sign-up sheet. Speakers will address the Board at the front of the room and begin their remarks by stating their name and address.*
- 5. Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual Board member. Discussions between speakers and members of the audience will not be allowed.*
- 6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory, or embarrassing to any citizens, officials, or employees of Moore County shall not be allowed. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 7. Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.*
- 8. Any applause will be held until the end of the Public Comment Period.*
- 9. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Secretary to the Board.*
- 10. Speakers shall not discuss any of the following: matters which are closed session topics, including but not limited to matters within the attorney-client privilege or matters which are made confidential by law; matters which are subject to public hearings.*
- 11. Information sheets outlining the process for the public's participation in Board meetings will also be available on the Health Department's web site and at the table where the Public Comment Period sign-up sheets are located.*
- 12. Action on items brought up during the Public Comment Period will be at the discretion of the Board.*
- 13. Additional time may be granted at the discretion of the Board of Health.*