

Early Learning Coalition

of Pinellas County, Inc.

Policy: ELCPC-10.10	Title: Public Comment Policy	
	Review Date: November 4, 2010	Next Review Date:

References:

Purpose: To outline procedures for Public Comment at Coalition Board and Committee meetings.

Background: The Early Learning Coalition of Pinellas is required to comply with Government in the Sunshine laws. This includes the opportunity for public comment at Board and Committee meetings.

Policy: The Early Learning Coalition of Pinellas provides opportunity for public comment at all Coalition Board and Committee meetings.

Procedures:

1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:

Comment on Agenda Items and Action Items:

1. Sign-up in person to comment on each agenda item or proposed increase in standard prior to the start of the meeting.
2. When your name is called, stand, be recognized by the Chairman, state your name, and make your comment. Comments should be concise and to the point. Supporting documentation may be distributed to the Board. Documents will be filed with the minutes.
3. Individual speakers have up to 3 minutes.
4. A spokesperson representing a group present has up to 5 minutes. Supporters may stand while the comment is being made.
5. Clapping, heckling or verbal outbursts in support or opposition to a speaker's comments is discouraged.
6. Repetitious comment(s) are also discouraged. If a speaker is saying what you signed up to say, you may stand during their comment and then decline when your name is called to speak.

Public Comment Sections of the Agenda:

- Public Comment Section: Sign up to comment on items NOT on the agenda.

- Action Items Section: Sign up to comment following staff presentation of the action item and prior to Board action.

Note:

Comment to the Board does not constitute a formal complaint, is not considered a request for records under the Public Records Act, and does not require staff response unless directed to do so by Board.

2. Making a Presentation to the Board:

To make a presentation to the Board lasting longer than 3-5 minutes but not longer than 10 minutes, please contact the Coalition office at 727-548-1439 for a Board Presentation Request Form. All requests must be submitted at least 10 days prior to the Board meeting at which the presentation would occur.

Exhibits: Board Presentation Request Form