

## **Public Participation at All Montgomery County Commission Public Meetings**

This form must be completed and returned to the County Mayor or Chair of the Montgomery County Commission Meeting immediately before the Public Meeting at which the speaker asks to speak is called to Order so the Speaker can be recognized. Unless you are notified to the contrary, you will be placed on the agenda subject to the following rules:

### **SPEAKING ON ITEMS ON THE AGENDA (This applies to all Montgomery County Commission Public Meetings):**

1. Time limit of presentation will not exceed three (3) minutes.
2. Subject matters are limited to items on the agenda of the meeting.
3. Presentation will be consistent with Roberts Rules of Order as to appropriate conduct and decorum befitting the occasion and dignity of the county commission meeting.
4. The chairman may interrupt or terminate a presentation that exceeds the time limit or is contrary to Roberts Rules of Order in regard to decorum. For example, personally directed, abusive, obscene, or irrelevant remarks.
5. The number of people allowed to speak on any agenda item (including those on the consent agenda individually) may not exceed three (3). The chairman will recognize the order of persons to speak when the number of three (3) is exceeded.
6. The Speaker and the County Commission will follow all mandates of Public Chapters 300 and 213.
7. No person will be allowed to deposit or present documentation, materials, publications, or other articles on the desks or the areas of the Commission floor without prior approval by the Chair. If anyone wishes to distribute materials to members of the Montgomery County Commission, the individual should submit these to the Sergeant at Arms prior to the meeting for approval.

### **SPEAKING ON ANY ITEM NOT ON THE AGENDA (This applies to the Formal and Informal Montgomery County, Tennessee Commission Meetings):**

1. Time limit of presentation will not exceed three (3) minutes.
2. Subject matter should be relevant to the business of Montgomery County and its citizens.
3. Presentation will be consistent with Roberts Rules of Order as to appropriate conduct and decorum befitting the occasion and dignity of the county commission meeting.
4. The chairman may interrupt or terminate a presentation that exceeds the time limit or is contrary to Roberts Rules of Order in regard to decorum. For example, personally directed, abusive, obscene, or irrelevant remarks.
5. The number of people allowed to speak may not exceed three (3). The chairman will recognize the order of persons to speak when the number of three (3) requests is exceeded.
6. The Speaker and the County Commission will follow all mandates of Public Chapters 300 and 213.
7. No person will be allowed to deposit or present documentation, materials, publications, or other articles on the desks or the areas of the Commission floor without prior approval by the Chair. If anyone wishes to distribute materials to members of the Montgomery County Commission, the individual should submit these to the Sergeant at Arms prior to the meeting for approval.

Public meeting at which you wish to speak \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Agenda Item \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_