



## Public Comment Form

Members of the public are invited to participate in Richland County open meetings and may be offered the opportunity to express their comments, concerns and opinions in accordance with open meetings laws, County regulations and proceedings determined by the presiding officer. Requests for public comment will be considered carefully. Actions and/or considerations proposed by the commenting member of the public cannot be taken at the meeting at which they are heard unless, such actions and /or considerations are regarding an item appearing on the posted agenda.

The public is welcomed to attend Richland County Committee, Board or Commission meetings, but may take part in the discussion only when the presiding officer invites public comment. Each speaker should receive recognition from the presiding officer, give their name and address, and present comments within time frame allowed by the presiding officer of the meeting. Per County Board Rule 4.07(B), the following rules apply to all periods of public comment at County Board and Committee meetings:

- “1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
- 2 . A commentor may not speak longer than three (3) minutes and may only speak once per meeting.
- 3 . All comments must be germane to an item on the meeting agenda or reasonably related to Richland County business.
- 4 . Comments should be directed to the Board as a whole and not addressed to individual Board Members.
- 5 . A commenter should refrain from asking questions of the Board or any individual Board Member.
- 6 . Comments should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
- 7 . The Chair reserves the right to terminate an individual’s public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.”

For your convenience, you may fill out the bottom of this page prior to the meeting and present it to the presiding officer. Completing this form will help the presiding officer manage the meeting and identify your desire to comment. Please print when completing this form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of organization I represent (if applicable): \_\_\_\_\_

Item(s) I wish to comment on (Agenda #): \_\_\_\_\_

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.