



# GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

## **Policy on Public Comment during Board of County Commissioners' Meetings**

Effective September 30, 2025

The Board of County Commissioners values public input and is committed to orderly, productive meetings. This policy outlines the procedures for public comment to ensure that all voices are heard while maintaining meeting efficiency and focus.

### I. Public Comment Period

- The Board will hold two public comment periods at each regular meeting:
  - First Comment Period: Occurs at the start of the meeting following introductory items, such as the Pledge of Allegiance and prayer. Comments during this period must be limited to items appearing on the meeting's agenda.
  - Second Comment Period: Occurs after the completion of the meeting agenda. Comments during this period may concern any matter.
- Members of the public wishing to speak ("commenters") must raise their hand to be recognized by the Board.
- The Board may require commenters to sign up on a designated sign-up sheet prior to the public comment period.
- Each public comment period will last up to 30 minutes unless extended by a motion of the Board.

### II. Speaker Guidelines

- After being recognized, each commenter shall state their full name and address before making comments or asking questions.
- Each commenter will have up to **three (3) minutes** to address the Board.
  - The County Administrator or designee will monitor and enforce time limits for all comments.
- Commenters are kindly asked to refrain from disorderly or disruptive conduct.
- Public comment during a special meeting of the Board will be limited to the advertised purpose of the meeting in order to comply with Ohio law.

### III. Additional Options for Public Input

In addition to providing comments during meetings, members of the public may submit questions or comments to the Board via:

- The Commissioners' official email address: [commissioner@geauga.oh.gov](mailto:commissioner@geauga.oh.gov); or
- Regular U.S. mail: 12611 Ravenwood Dr., Suite 350, Chardon, OH 44024.

Submitted comments will be reviewed and considered by the Board at a subsequent meeting, as appropriate.