



GEAUGA COUNTY BOARD OF COUNTY COMMISSIONERS

James W. Dvorak, President Carolyn Brakey, Esq. Ralph Spidalieri

12611 Ravenwood Dr, Suite 350 • Chardon, OH 44024

Policy on Public Comment during Board of County Commissioners' Meetings Effective February 24, 2026

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, each lasting 15 minutes.
 - 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. If a sign-up sheet is used, commenters will be recognized in the order of sign-up.
- Each public comment period will last up to 15 minutes unless extended by a motion of the Board.

II. Commenter Guidelines

- After being recognized, each commenter shall state the following for the record before speaking:
 - Their full name;
 - Their township or municipality of residence; and
 - If speaking during the First Comment Period, the agenda item number being addressed.

- Each commenter will have up to **three (3) minutes** to address the Board. Each commenter may speak once per meeting during either public comment period. Commenters may not reserve, accumulate, transfer, or assign unused speaking time within a comment period, between comment periods, or to another individual.
- The President of the Board, or designee, will monitor and enforce time limits for all comments. The County Administrator, or designee, will monitor time limits.
- Commenters are kindly asked to refrain from disorderly or disruptive conduct.
- Members of the public may speak only when recognized by the Board and only during their allotted public comment time. Speaking during another individual's allotted time, as well as outbursts, interruptions, or commentary from the audience outside the public comment periods, is prohibited.
- Questions posed by a commenter are for the Board's consideration and do not require an immediate response.
- 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; or
 - Regular U.S. mail: 12611 Ravenwood Dr., Suite 350, Chardon, OH 44024.
- Submitted comments may be reviewed and considered by the Board at a subsequent meeting, as appropriate.