

**PINELLAS COUNTY BUSINESS TECHNOLOGY SERVICES BOARD  
PUBLIC PARTICIPATION AND DECORUM RULES**

1. Decorum.
  - A. Please be respectful of others' opinions, and refrain from making personal attacks. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned may be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Board is granted by the majority of the Board members present.
  - B. If the Chair or Board declares an individual out of order, he or she may be requested to relinquish the podium. If the person does not do so, he or she may be subject to removal from the meeting room.
  - C. Clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be discouraged. Persons exiting the meeting room shall do so quietly.
2. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in County meeting rooms. Other signs, placards, banners, etc. shall not disrupt meetings or interfere with others' visual rights.

**I. CITIZEN PARTICIPATION PROCEDURES**

The Business Technology Services ("BTS") Board values and benefits from the orderly participation of citizens during public meetings. The following rules and procedures will apply to citizen participation during all BTS Board meetings.

1. Opportunities for Citizen Comment.

Citizens To Be Heard: Citizen Comment. Each person who wishes to address the Board during the meeting shall complete a comment card and submit the card to the staff at the Agenda Staff Table in the front of the Board room. The remarks of each speaker may be up to three (3) minutes and shall be limited to address agenda items or other BTS-related issues, subject to the Chair's discretion.
2. Addressing the Board.
  - A. When a person's name is called, that person shall approach the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
    1. Name; whether they reside in a city, and if so, which city, or whether they reside in the unincorporated area;

2. If requested by the Chair, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.
- B. All persons shall provide a place of residence or business address in writing prior to speaking.
  - C. All remarks shall be addressed to the Board as a body and not to any member thereof.
  - D. No person, other than a member of the Board and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair. No question may be asked except through the Chair.
  - E. Speakers should make their comments concise and to the point, and present any data or evidence they wish the Board to consider.

Proposed Draft