

CALL TO THE PUBLIC

There is no statutory requirement for a "call to the public"; it is a privilege, not a right, and given at the discretion of the Board of Supervisors. A "call to the public" is the time period for members of the public to address the Board of Supervisors on any item of concern or to provide public input relating to subject matter within the Board of Supervisors authority or jurisdiction.

Individuals and/or organizations wishing to speak during Call to the Public are encouraged to sign in with the Clerk. During the time set aside for public comment on the agenda, the Chairman will call forth individuals signed up.

Guidelines:

1. Fifteen minutes before the start of the meeting there will be public comment cards for members of the public to sign up if they wish to speak before the Board. After all individuals who signed up for Public Comment have spoken, the Chairman may ask if there are additional individuals who would like to speak.
2. Speakers should adhere to the following protocol:
 - a. Sign in with the Clerk before the meeting
 - b. At the speakers' podium please state your name and address
 - c. Address comments to the Board as a whole
 - d. Give written statements and other supporting material to the Clerk. Please note that written statements are made a part of the permanent records of the Board. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to the Board.
3. Up to three minutes will be allowed for each presenter to speak. A warning system (card or light) may be used to time presentations.
4. If the individual represents a group, the individual may ask group members to stand while the individual speaks, as opposed to having each member speak on the same issue.
5. In order to maintain civility and respect for all points of view, there will be no clapping, booing or any other verbal form of support or nonsupport. Any person making personal, impertinent, or slanderous remarks or who become boisterous while addressing the Board, shall be asked to refrain from such and if they refuse and continue, may be removed at the discretion of the Chairperson. Continued unauthorized remarks from the audience, stamping of feet, whistling, yelling, booing, clapping, cheering or similar demonstrations may be grounds for removal.
6. Debate or dialogue with the Board is not allowed during Call to the Public. Pursuant to [A.R.S. 38-431.01 \(H\)](#), if it's not an agenda item, the Board response is limited to:
 - Asking staff to study the matter
 - Request placement on a future agenda
 - Respond to criticism

These three responses must take place at the conclusion of the call to the public.

7. Use of the projection system is reserved for staff. If a member of the public is providing a presentation, please provide 8 copies to the Clerk of the Board (5 copies for the Board and the remaining copies for the County Manager, County Attorney, and Clerk).

HOUSE RULES: CODE OF CONDUCT

1. Listen and understand before judging.
2. Be courteous, honest and respectful of others' opinions, preferences, and persons.
3. Focus on the vision and goals; no personal attacks or inferences.
4. Look for areas of agreement before differences.
5. Be on time; start on time; silence all personal communication devices, and do not allow them to distract from the work at hand.
6. Once a decision is made, support the County decision, but state your reservation.
7. Agree to disagree; move on to the next issue.
8. Come prepared to discuss issues; When possible, ask questions of staff prior to the meeting so that staff can be prepared. Avoid surprises; don't play "Gotcha."
9. Praise in public; provide constructive feedback in private.
10. Participate in discussions and focus on the issue; avoid side conversations. Be mindful that sidebar conversations are disruptive.
11. Communicate in an open, direct manner; keep others informed.
12. If you have a personal issue with another member of Board, go to that member directly and not to other Board members, the community or staff.
13. Be a positive ambassador for the County.
14. In the event of a conflict-of-interest when possible file said conflict with the Clerk of the Board prior to the meeting. The Board member shall make known said conflict and refrain from voting and participating in any discussion on the matter, pursuant to [A.R.S. 38-503](#).