



## Ground Rules fo Speaking at Administrative Matters Meetings

**Administrative Matters Meetings** are held weekly on Tuesday mornings by the Board of County Commissioners (BCC). Beginning at 9:00 a.m. members of the public can make in-person comments to the BCC. To ensure these meetings are orderly and efficient, the following guidelines are applicable:

- A sign-in sheet will be posted at the meeting and those who intend to make public comment are requested to sign in.
- We appreciate the submission of presentations or videos ahead of time to ensure the efficient flow of the meeting. Please email presentations or videos to [publicaffairs@larimer.org](mailto:publicaffairs@larimer.org), subject line: "Public Comment," by noon the Monday before Administrative Matters.
- When called to make comment, please state your name for the record.
- Each person will have up to 3 minutes to present public comment. **However, the time allotted for public comment is 30 minutes, so the Chair may shorten the time limit** as necessary to give each commenter a chance to speak.
- Be kind and understanding; listen with an open mind and heart; practice civility and show respect for one another.
- Direct personal threats or other extreme behavior that disrupts the meeting will not be tolerated.
- Public Comment is an opportunity for people to express their views and therefore the BCC generally does not engage in back-and-forth discussion or respond to questions. The BCC or a staff member may reply at a later time using the contact information provided on the sign-up sheet.
- The BCC cannot take comments regarding matters that are scheduled or likely to be scheduled for consideration at a future quasi-judicial proceeding, such as hearings for land use, liquor or marijuana licenses, and special district formation. All comments about these matters must be made at the future hearing to ensure fairness and impartiality for all interested parties.