

# City of Richmond Electoral Board

## *Public Comment Speakers' Guidelines*



The Chair of the Electoral Board is empowered to enforce and is responsible for making determinations concerning compliance with the following guidelines, subject to appeal by a member of the Electoral Board to the Electoral Board.

Two public comment periods will appear on the agenda for an Electoral Board meeting. The first period will be at the beginning of the agenda. Only comments directly related and germane to an action item on the agenda will be heard during this period. If an action item is removed from the agenda or will be delayed to a future meeting, the Board – by a majority vote of the Board members present – may allow a speaker to make comment on that action item at that meeting from which agenda it was removed or delayed to a future meeting. Persons addressing the Electoral Board during the first public comment period must state their name and locality of residence before commencing with their commentary.

The second public comment period will take place at the end of the agenda after all action items have been taken up. Persons wishing to address the Electoral Board during this period must sign up to do so with the Office of the General Registrar no later than 12:00 noon on the first business day immediately preceding the date of the meeting. They must give their name, residence address and telephone number. They must also state the subject and nature of their intended comments. Comments made during this period must be confined and germane to the services or policies of the Electoral Board or Office of the General Registrar for the City of Richmond. Comments related to action items on the agenda will not be heard during this period.

Citizens wishing to speak during either of the public comment periods generally have three (3) minutes to speak per comment period. The Chair of the Electoral Board reserves the right to shorten the allowed time for public comment in order to complete the business of the Electoral Board in a timely fashion.

# City of Richmond Electoral Board

## *Public Comment Speakers' Guidelines*



Persons appearing before the Electoral Board are not allowed to:

1. campaign for public office;
2. promote private business ventures;
3. use language of a personal nature which insults, demeans, abuses or threatens any person;
4. direct comments or questions to public officials, staff members, or any person other than the Chair of the Electoral Board, nor address any matter that is unrelated to the official duties of the Electoral Board, subordinates of the Electoral Board, the General Registrar or staff members of the Office of the General Registrar; and,
5. yield their time to other speakers.

Failure to adhere to these guidelines may result in speakers forfeiting any remaining time and further sanctions as necessary, including expulsion from a meeting or being barred from attendance at future meetings of the Electoral Board for six months.