

Public Comment Card

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Date: _____

Action Item # _____ Designated Spokesperson: ____ Yes ____ No

OR

Open Agenda Item

Subject (if Open Agenda Item):

Name/Entity:

Spokesperson For (list group or faction, if applicable):

Address (optional):

If you do not wish to speak, but wish to designate a representative to speak for you, or you wish to indicate your support, opposition or neutrality on a proposition please provide the following information:

Name: _____

Address (optional): _____

I hereby designate _____ to speak on my behalf on Action Item # _____

OR

during the Open Agenda Item related to _____ (*enter either Action Item or Open Agenda*).

OR

I hereby indicate my (1) SUPPORT _____ (2) OPPOSITION _____ (3) NEUTRALITY _____

For Agenda Item # _____ or for the Open Agenda Item proposition presented by _____
pertaining to _____.

The Juvenile Welfare Board welcomes input from Pinellas County citizens and complies with s.286.0114, Florida Statutes regarding public comment prior to Board action. Procedures for addressing the Board, providing materials or making a requested electronic presentation are available at www.jwbpinellas.org.

JWB Procedures for Public Comment & Presentations to the Board

Procedures for Addressing the JWB Board of Directors at Public Meetings

- 1) Individuals wishing to speak at a JWB meeting are asked to complete a *JWB Public Comment Card* provided at the entrance to the meeting room, and indicate if the speaker wishes to address a particular action item(s) or the open agenda.
- 2) Pursuant to s. 286.0114, F.S., the public may speak on action items, before a vote is taken. The Board Chair will invite speakers to address the Board on specific agenda items prior to the Board taking action on an item and during the open agenda portion of the meeting.
- 3) The speaker must approach the podium, provide his or her name and state if he or she is a designated spokesperson or representative of a group or faction.
- 4) If a person is speaking as an individual or on behalf of an entity, the individual has a maximum of three (3) minutes for public comment on each action item or during the open agenda.
- 5) If a person is speaking as a spokesperson or representative of a group or faction, the spokesperson or representative has a maximum of five (5) minutes for public comment on each action item or during the open agenda.
- 6) Comments must be directed to the full Board rather than to individual Board members.
- 7) Speakers must maintain orderly conduct, must address the Board using proper decorum, and must refrain from personal attacks and threats of violence.

Procedures for Written Materials for the Board Packet

- 1) Written materials from a non-JWB employee must be delivered to the JWB Clerk of the Board one week prior to the scheduled Board meeting in order to be considered for inclusion in the Board packet.
- 2) When reporting statistics to the Board, whether in writing or orally, presenters are asked to include statistical demographic information inclusive of White/Caucasian, African American, Hispanic, and Asian populations.

Procedures for PowerPoint and Other Electronic Presentations

Electronic presentations by a non-JWB employee must follow these guidelines:

- 1) Presentations from an outside source must abide by the general procedures for addressing the Board in prior sections of this document.
- 2) All PowerPoint, video, or other electronic presentations utilizing Board meeting room audio-visual equipment must be available on a CD disc or flash drive.
- 3) All materials must be clearly labeled and presenters should keep a personal copy.
- 4) Presentation discs or flash drives must be delivered to the JWB Facilities Coordinator by 12:00 Noon on the Monday prior to the Board meeting.
- 5) Each presentation will be verified by JWB personnel for compatibility with technology equipment.
- 6) Speakers may test presentations on the day of and prior to the scheduled Board meeting between 8:00 AM and 8:30 AM.

Created 10/10/13; Rev 3/1/2015 & 9/29/17