



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Offices | 6495 Caroline Street, Suite M | Milton, Florida 32570-4592

JAYER WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
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TONY GOMILLION, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

Guidelines for Public Presentations

The Santa Rosa County Board of County Commissioners encourages all citizens to participate in the public meeting process by sharing their ideas and concerns with their elected officials. So that meetings are conducted in an orderly and efficient manner, the Board asks that participants adhere to the following guidelines:

1. Persons wishing to address the Board may request placement on the Board's agenda by contacting the County Administrator's assistant at 983-1877 or county-admin@santarosa.fl.gov no later than two weeks before the Monday Committee-of-the-Whole Meeting. These requests should be in writing and are subject to approval by the County Administrator. Location of items on the agenda will be determined by the County Administrator.
2. It is suggested that persons on the agenda who wish to present electronic media during their presentation submit the material to the County Administrator's Office no later than two weeks before the Monday Committee-of-the-Whole Meeting. Likewise, it is suggested that written material be presented to the County Administrator's Office no later than two weeks before the Monday Committee-of-the-Whole Meeting.
3. Anyone not on the agenda who wishes to speak in response to an item on the agenda will be recognized by the Chairman and given an opportunity to speak subject to the other provisions of these guidelines.
4. Regular meetings of the Board of County Commissioners include a Public Forum during which members of the public may address the Board.
5. All speakers and presentations should be tasteful, truthful and non-accusatory in nature. Speakers are asked to be concise and to refrain from redundancy with other speakers.
6. At the beginning of their presentations, all speakers should state their names and addresses for the record. Speakers should address their comments to the board only.
7. The board asks that members of the audience show decorum so that all interested parties are allowed an opportunity to hear the discussion.
8. The chairman may limit the number of speakers on the same topic or require them to select representative speakers.

Revised 4-28-16