

# **BERTIE COUNTY BOARD OF SOCIAL SERVICES**

## **Public Comment Policy**

The Social Services Board shall provide a period for public comment at the regularly scheduled monthly meeting. The public comment period shall be placed on the agenda at the beginning of scheduled business and shall not exceed fifteen (15) minutes. Each person desiring to speak during the public comment period shall fill out the attached form at least one week prior to the date of the Social Services Board meeting. The form must be completed by identifying the speaker by name, address and the topic on which he/she will speak and be signed. Incomplete forms will not be considered for the public comment section. (Board meetings are held the 3rd Monday of each month unless rescheduled due to a holiday or conflict). The form shall be submitted to the secretary to the DSS Board, Daphine Little, at 110 Jasper Bazemore Ave. Windsor, NC 27983 or by email to [daphine.little@Bertie.nc.gov](mailto:daphine.little@Bertie.nc.gov).

### **Rules to be followed by speakers:**

1. The speaker shall state his/her name and address.
2. All remarks shall be made to the Board as a body and not to an individual Board Member.
3. Speaker shall conform to reasonable standards of courtesy when addressing the Board. No person shall be allowed to make obscene, derogatory or slanderous remarks. It shall be the responsibility of the Chairperson to inform the speakers when they do not conform to those standards.
4. The Chairperson shall also entertain and rule on objections from the other Board Members, who take exceptions to the remarks of the speaker.
5. No person shall be allowed to disrupt or interfere with procedures.
6. Remarks shall end when the speaker's allotted time has expired.

Questions from the Board members or the Chairperson may be asked for clarification; however, no person from the floor shall be permitted to enter into any discussion either directly or through any member of the Board.

### **Matters not to be discussed:**

Some items are excluded from the Open Meetings Act and shall not be discussed during the open session. These include:

1. Matters involving the attorney/client privilege.
2. Matters involving specific employees of the Department of Social Services.

Individual speakers will be allowed to speak for three (3) to five (5) minutes (depending on the number of speakers and topics) with a visual notification of time running out at four (4) minutes. This time shall be strictly observed unless otherwise extended at the discretion of the Social Services Board Chairperson. Only the Board Chairperson, or designated presiding officer, may respond to the speaker and then only to acknowledge to the speaker that the topic presented is received as a matter of information by the Board. Board members should not discuss the speaker's topic during the scheduled public comment agenda time.

The Social Services Director, or designee, may be asked to follow up on complaints or requests for information. The speakers shall submit a written request specifying what information is needed if he/she desires to receive a response in writing from the Board. A written response from the Board shall be provided within fourteen (14) days of the written request from the speaker.

Approved on: 7/17/2023

By: Bertie County Board of Social Services

James Lee, Chairperson

**Public Comment Information Sheet**  
**for**  
**Bertie County Social Services Board Meeting**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOPIC OF COMMENTS:**

**Date form submitted:** \_\_\_\_\_

**Date of board meeting:** \_\_\_\_\_

**Signature of Person making request:** \_\_\_\_\_