



140 East Town Street / Columbus, Ohio 43215-5164 / Tel. (614) 228-2975 / [www.op-f.org](http://www.op-f.org)

## Policy for Public Comment at OP&F Board Meetings

Members of the public are invited to address the Board whenever it meets in open session and includes time for public comment on the agenda. Anyone wishing to address the board during a public comment section shall do so in accordance with the following guidelines:

1. Individuals who wish to address the Board must write their name and the subject they wish to address on the speaker's sign-in sheet prior to the start of the public meeting. The speaker's sign-in sheet will be located near the entrance to the meeting room and those wishing to publicly address the Board are advised to arrive well before the start of the public meeting to secure a spot.
2. Any person may submit written correspondence or comment to the Board at a public meeting. A person submitting written correspondence or comment to the Board does not need to sign the speaker's sign-in sheet. Members of the public are advised that items submitted to the Board are public records under Ohio law and will be available to the general public on request.
3. For all regular meetings, individuals who signed the sign-in sheet will be given five (5) minutes to address the board. Speakers will be recognized by the Board in the order in which they signed the speaker's sheet. In order to maintain the agenda, the Board will only hear public comments from ten (10) people. In order to avoid repetition and delay, groups of people seeking to express the same or similar position are encouraged to designate a spokesperson for the group.
4. Individuals attending Board meetings should conduct themselves with respect and civility toward others. Anyone speaking during the public comment period are advised that the speakers' subject matter may not contain obscenity, defamation, or slander. Each person attending a public meeting is prohibited from engaging in a violation of the disorderly conduct or disturbing a lawful meeting provisions of Chapter 2317 of the Columbus City Codes, 1959. If the Board determines that these rules are not being followed one warning will be given. Speaker's conduct shall be subject to the right of the Board to preserve the order and decorum of the meeting. If the rules continue to be violated after a warning, the Board may revoke the individual's speaking privileges or have them removed from the meeting.
5. Individuals who sign the speaker's sign-in sheet **may not** transfer or yield their time or opportunity to speak to another individual.
6. While the Board values input from the public, Board members are not obligated to respond to questions or comments from the public during the open comment period.
7. Any variance or waiver of these rules may be made upon agreement by majority of the Board.