

## **HELPFUL HINTS TO CITIZENS APPEARING BEFORE THE BOARD OF COMMISSIONERS**

**It is the goal of the Craven County Board of Commissioners to conduct the County's business in the most efficient manner, while remaining accessible and responsive to the needs of its citizens. For this reason, the following helpful hints to citizens are offered.**

### **Getting on the Commissioners' Agenda**

- Arrive prior to the meeting start time (7:00 p.m.) and sign onto the Speakers' Sign-in Sheet that is available in the meeting room at 6:30 p.m., including your address and the subject of your comments. Bear in mind that the purpose of "Petitions of Citizens" is for citizens to be heard. It is probable that the Board will only hear your concern when you appear. The Board may not be able to address your concern on the spot, and the Board of Commissioners may not be the proper place to lodge your concern. In this case, you will be referred, if possible.
- If a petitioner expects a large group of supporters at the meeting, it is helpful to inform the Clerk to the Board in advance.
- If a scheduled petitioner is unable to attend the meeting, the courtesy of notification in advance, when possible, is appreciated.

### **Appearing before the Board of Commissioners**

- Each petitioner will be limited to an amount of time specified by the Chairman, depending upon the number of petitioners scheduled (generally 4 minutes).
- The person who asks to be placed on the agenda is the only person who is expected to speak unless he or she specifies in advance that the allotted speaking time will be shared with another person.
- Please remember to address the Board, not the audience or the media.
- If the Board of Commissioners cannot provide an answer or remedy for your request immediately, your petition will be taken into consideration, or referred to the appropriate authority.

## **INSTRUCTIONS FOR SPEAKING AT PUBLIC HEARING**

- Please sign the speakers' sign-in sheet that is circulated prior to the meeting if you expect to speak. (If you decide to speak during the course of the meeting and have not already signed the speakers' sign-in sheet, you may do so before leaving the meeting with the Clerk to the Board, or pass the Clerk a note with your printed name and address.)
- Please state your name and address clearly at the podium before beginning to speak.
- Please address the Board of Commissioners (not the audience or cameras).
- The Chairman will establish the rules for speaking, including time limits for each speaker. Once your speaking time has ended, please do not speak up from the audience unless asked by the Board for clarification or further comment, or recognized by the Chairman to speak again.

**INSTRUCTIONS FOR SPEAKING AT PUBLIC HEARING  
ON **CONDITIONAL USE PERMIT****

- Please sign the speakers' sign-in sheet that is circulated prior to the meeting if you expect to speak. **Anyone who plans to comment or give testimony must be sworn in.** You may not decide to speak once the testimony has begun.
- You will be asked to state your name and address clearly at the podium before being sworn.
- Please address the Board of Commissioners (not the audience or cameras).