

## Board of County Commissioners

Julia W. Gouge, President  
Dean L. Minnich, Vice President  
Michael D. Zimmer, Secretary



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
fax 410-386-2485; TT 410-848-9747

## Citizen Participation at Public Meetings

The Board of County Commissioners encourages members of the public to experience first-hand how policies and procedures are decided. Meetings are regularly held on Tuesdays and Thursdays in Room 311 of the County Office Building. The following guidelines have been established to ensure that everyone has an opportunity to speak to the Commissioners in an orderly manner:

1. Anyone wishing to address the Board is asked to fill out a comment card, located on the table inside the Board room, and give it to the Chief of Staff so a member of our staff can contact you with any follow-up information.
2. Comments are generally limited to three minutes per speaker. When your allotted time expires, you may complete your thought. If you are unable to complete your comments within the allotted time, you may submit written remarks to the Board.
3. Statements to the Board should concern a recent agenda item, an item that is expected to appear in a future agenda, or a matter of general policy over which the Board has authority. You are welcome to call the Commissioners' Office at 410-386-2043 to see if the Board can help with your issue.
4. Signs and posters may not be displayed during meetings. Instead, the Board encourages you to submit written comments.
5. We apologize, but we cannot discuss certain topics, such as personnel matters, pending appeals, and the actions or statements of individual staff.
6. While our goal is to keep you informed, our Citizen Participation time is not intended to be a question-and-answer session. If you have specific questions, we will make sure that an appropriate staff member responds to your questions later.
7. If you are not able to comply with these guidelines, the presiding Board member may ask you to leave the meeting.

Adopted December 5, 2006

ACCESSIBILITY NOTICE: The Americans With Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. If you have questions, suggestions, or complaints, please contact Jolene Sullivan, the Carroll County Government Americans With Disabilities Act Coordinator, 410-386-3600 or 1-888-302-8978, or TT (410) 848-9747. The mailing address is: 10 Distillery Drive, First Floor, Suite 101, Westminster, MD 21157.

**CARROLL COUNTY**

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