



COUNTY COMMISSIONERS OF CAROLINE COUNTY
COURTHOUSE
109 MARKET STREET, ROOM 106
DENTON, MARYLAND 21629

Meeting Protocols
Instructions to Meeting Attendees

Generally

- Audience members may not engage in any conduct that disrupts the meeting or that interferes with the right of members of the public to attend and observe the meeting with minimal distraction.
- Audience members, including staff, may not engage in side conversations during the meeting. Any necessary discussion must be taken outside the hearing room.
- Audience members, including representatives of the news media, may record discussion of the County Commissioners at any open session, provided that the recording does not create excessive noise or distraction that disturbs the County Commissioners or other persons attending the meeting.

Participation in Presentations and Discussions

- Audience participation in presentations or discussions, including questions, is not permitted unless expressly invited by the President of the County Commissioners.
- If recognized by the President, the audience member must approach the microphone and clearly state their name and town of residence before speaking, and sign the record book maintained by the Recorder.
- Speakers must remain civil and respectful during comments. Abusive language and the use of profanity are strictly prohibited.
- Except during the portion of the agenda designated for open discussion with the public, audience questions and remarks must be germane and confined to the question or issue before the Commissioners.
- All public questions or remarks must be directed to the County Commissioners, and not to the audience as a whole or to persons in the audience.
- After making comment or asking a question, the audience member must immediately return to their seat. Follow up comments or questions are not permitted unless the individual is again recognized by the President and invited forward.

Open Public Comments

- The agenda contains a time for public comments. The length of time permitted for public comment during a regular meeting is limited and at the discretion of the President of the County Commissioners.
- Comments permitted during the open discussion section of the agenda must be limited to no more than three minutes.
- Unscheduled speakers participating in the open discussion section of the agenda must approach the microphone and clearly state their name and town of residence before speaking, and sign the record book maintained by the Recorder.
- After making comment or asking a question, the audience member must immediately return to their seat. Follow up comments or questions are not permitted unless the individual is again recognized by the President and invited forward.