ADOPTION
This policy has been adopted by the Montgomery County Workforce Development Board on January 6, 2023.

BACKGROUND AND PURPOSE
All meetings of the Montgomery County Workforce Development Board, MontcoWorks, are open to the public and public comment is welcome as it pertains to the business of a local workforce development board. Public comment is accepted for each agenda item (“motion”) being considered by MontcoWorks, and a general public comment period is also offered before the MontcoWorks meeting adjourns.

In the interest of completing workforce development board business in a timely manner and hearing all public comment as it relates to workforce development board business, the following guidelines are in place for public comment periods:

GUIDELINES - ALL COMMENT PERIODS
• All speakers should sign into the meeting on a sign-in sheet provided for in-person meetings or, if the meeting is virtual, register in advance if they wish to give public comment.  
• Speakers should identify themselves by name and municipality.  
• Those seeking to speak during the time set aside for public comments on items appearing on the agenda must state the specific agenda items they wish to address.  
• Those seeking to speak during the time set aside for general public comments must identify the subject matter which they wish to address.  
• All public comments must be relevant, or “germane,” to workforce development board business. Under the law, this means that the subject matter of all comments must be limited to items or issues which are currently before the workforce development board for consideration, or which may come before the workforce development board for consideration at a future meeting. Whether a matter is germane to workforce development board business is a determination to be made by MontcoWorks’ Solicitor.  
• Time limits will be monitored and workforce development board staff will respectfully request speakers conclude their comments if the speaker goes beyond the time allotted.  
• The workforce development board is not required to respond to public comments during the course of the meeting, so the public is reminded that it is not an opportunity for dialogue or Q&A.  
• The Workforce Development Board Chair may direct appropriate workforce development board staff to follow up on any questions or additional comments after the meeting.  
• Disruptive behavior, including (but not limited to) yelling from the seats, arguing whether a matter is germane to workforce development board business once the Solicitor has made a determination on such, or refusing to yield the floor once time has elapsed and being requested to sit down, shall be grounds for removal from the meeting (or being muted if the speaker is virtual) without further admonishment or warning.  
• The Workforce Development Board always welcome written correspondence, comments, and feedback. That feedback can be entered through the Commerce Department Assistance Request Form or by mail to
Individual Agenda Items – 2 minute time limit
• All comments must be limited to the subject of the matter the Board will be voting upon
• Speakers may present once during the individual agenda item period.
• Further comments or questions about an agenda item should be directed to the Executive Director when the meeting adjourns

General Public Comment Period – 2 minute time limit
• All general public comments must be limited to matters germane to workforce development board business before the Workforce Development Board, as defined above.