

Central Florida HIV
PLANNING
COUNCIL

SERVING

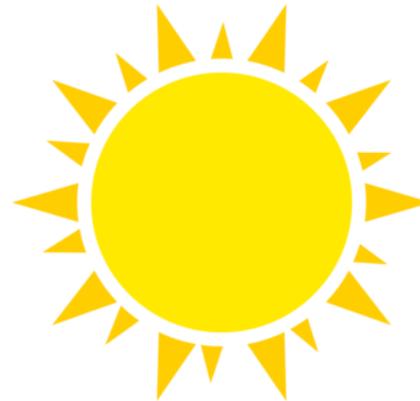
Orange | Osceola | Seminole | Lake | Brevard Counties

Public Comment Process



Florida Sunshine Law

- Provides a right of access to governmental proceedings
- Applies to both elected and appointed boards
- **General Rule:** All meetings at which official acts are taken or public business is transacted or discussed shall be open and noticed to the public



Legal Authority for Public Record

- Governed by Florida Statutes, Subsection 286.0114(5)
- Mandates the public's right to be heard on propositions before public boards or councils



Purpose of Public Comment Rules

- Govern public participation in Council meetings
- Ensure transparency and orderly conduct
- Aligned with Florida Statute 286.0114(5)



When Public Comment is Permitted

- Comment period at the beginning of each meeting (Before Unfinished Business)
- Only on propositions before the Council
- Included in all published agendas
- Public comment should not be used for airing personal grievances or addressing individual disputes



How to Request to Speak

- Complete a Public Comment Request form
- Available from PCS or online
- centralfloridahivpc.com/public-comment-form



Public Comment Request Form

PUBLIC COMMENT REQUEST FORM	
<p>This form shall be completed by each person requesting to appear and speak before any Central Florida HIV Planning Council business or committee meeting. Please print legibly.</p> <p>Please fill out this form only if you meet these criteria:</p> <ul style="list-style-type: none"> You would like to appear in front of the Planning Council to submit a public comment in person or you would like to appear via teleconference and can verify your identity on the virtual meeting platform. 	
TODAY'S DATE	NAME (REQUIRED)
STREET ADDRESS (REQUIRED)	CITY, STATE, ZIP (REQUIRED)
EMAIL (OPTIONAL)	PHONE (OPTIONAL)
TOPIC*	
PREVIOUS CONTACT WITH PLANNING COUNCIL SUPPORT STAFF (IF ANY) REGARDING THIS MATTER (NAME/TITLE):	
<p>*Comment will not be taken relating to the following official actions: action taken in an emergency situation, ministerial acts, at meetings exempt from the Sunshine law, and when the Planning Council is acting in quasi-judicial capacity.</p> <p>Appearances are limited to three minutes; however, the Chair may decrease the allotment of time to speak depending on the number of speakers. If you wish to donate your time to another speaker, you must indicate the name of the designated speaker below; by doing so, you allot one additional minute to the designated speaker and forfeit your remaining time. You must be present when the designated speaker is called. If you are not present, your donation of one minute is void. A designated speaker is limited to a maximum of 10 minutes.</p> <p>I will not speak. I donate my time to: _____.</p> <p>Have you received or been promised any compensation or anything else of value, including money or gifts, related to the topic you are appearing and speaking about at today's public comment? Yes ____ No ____</p> <p>Please indicate if you have a translator and need additional time to allow for translation in order to provide public comment. Yes ____ No ____</p>	

- Completed by each person requesting to appear & speak prior to the meeting
- Name, address, city, state & zip codes are required field
- If attending via teleconference you must confirm your identity
- Public comment request forms are public record



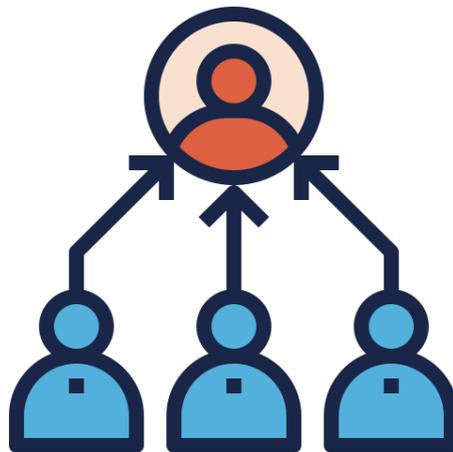
Time Limits for Speakers

- Standard time: 3 minutes per speaker
- Chair may reduce time depending on the number of speakers
- Ensures all voices can be heard fairly



Designating a Representative

- Individuals may appoint a representative to speak on their behalf
- Must indicate this on the Public Comment Request form



Summary of Key Rules

- Public comments are allowed only under specified conditions
- Speaker time is limited and subject to change
- Must request in advance via the official form
- Representatives are allowed under specific rules





Questions?