

**The Lee County Value Adjustment Board  
Request to Comment**

Please Print Information Clearly

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Representing** \_\_\_\_\_

**Issue** \_\_\_\_\_

**Date** \_\_\_\_\_

**For Additional Information Contact:**  
VAB Clerk at (239) 533-2328  
Or visit our website at [www.leeclerk.org](http://www.leeclerk.org)

**Lee County Value Adjustment Board  
Guidelines for Public Comment at VAB Meetings**

- a) Maximum time for any individual speaker from the public at any VAB meeting shall not exceed five (5) minutes,
- b) Only the individual submitting the card is allowed to address the Value Adjustment Board with respect to the maximum amount of time allotted; time may not be “yielded” to other speakers,
- c) Public comment should be limited to topics relevant to the VAB, and the VAB will only consider issues concerning the VAB operations and/or VAB procedures. This time shall not be utilized to appeal specific recommendations, decisions or merits of any particular case,
- d) Any member of the public wishing to speak during the public comment segment of any VAB meeting must submit a “Request to Comment Card” prior to speaking during any VAB meeting, containing the speaker’s name and the subject the speaker wishes to address,
- e) Any member of the public wishing to speak during the public comment segment of any VAB meeting must approach the table in order for the recording equipment to properly record the entirety of all conversations, pursuant to the verbatim requirements of the VAB,
- f) Speakers shall be called to address the Value Adjustment Board in the order in which each has submitted a Request to Comment Card. Inappropriate remarks, attacks on individuals and abusive comments shall not be allowed and shall be ruled “out of order” by the Board Chair. Any speaker continuing with such remarks or comments shall be required to relinquish any remaining floor time.