



# PUBLIC COMMENT POLICY

## 1. Policy Purpose

To establish a policy for citizens to appear before the Town Council at each regular meeting.

## 2. Coverage

This policy, upon adoption by the Town Council, shall remain in effect until such time that it is altered, modified, or rescinded by the Council.

## 3. Policy

### a)

Anyone desiring to address the Council must sign up with the Town Clerk prior to the 6:30 pm on the meeting night by giving their name, address and a short description of the topic on the signup sheet located in the Council chambers.

### b)

Prior to recognizing any speakers, the Mayor is required to read the following to the audience: (a) These meetings are recorded and can be heard by anyone through the internet; (b) Comments are limited to three (3) minutes per speaker. A speaker cannot give their allotted minutes to another speaker to increase that person's allotted time; (c) Comments are to be directed to the Town Council as a whole and not individuals; (d) Citizens will be expected to be civil in their language and presentation and not to engage in slander,

name calling and refrain from use of profanity; (e) Audience, as well as speaker, will maintain order and decorum in their conduct throughout the Public Comment period. (f) This is the time for Council to hear comments but the Council will not generally respond to any comments.

**c)**

Each speaker must be recognized by the Mayor.

**d)**

Comments are limited to three (3) minutes per speaker. A speaker cannot give their allotted minutes to another speaker to increase that person's allotted time.

**e)**

If there are multiple participants who wish to speak on the same subject the Council may require they choose someone to speak for them.

**f)**

The time allotted for Public Comments will be 15 minutes. The Council can choose to extend the time by majority vote.

**g)**

Comments are to be directed to the Town Council as a whole and not individuals. The forum is intended to provide the Town Council an opportunity to hear citizens. Public Comment session is not intended to subject the Council to impromptu questions. Citizens will be expected to be civil in their language and presentation and not to engage in slander, name calling and refrain from use of profanity.

- h)** Individuals, who signed up but cannot speak because of time constraints, will be carried over to the next regular meeting of the Town Council and placed first on the public comment agenda.
- i)** Citizens may address the Town Council regarding matters where there is not otherwise an opportunity to provide public comment.
- j)** For Clarification, the Town Council may ask the speaker questions.
- k)** The Town Council will not take action on an item that is presented during Public Comment.
- l)** The Public can address the Council on any issue ***other than the following:*** (a) Public Hearing items (b) matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Council; (c) matters which recently have been, or which soon will be, before the Council as a Public Hearing item. Public Comment period is not intended to substitute for Public Hearings.
- m)** Anyone desiring to address the Town Council on a specific concern requiring more effective and informed action by the Council should contact the Town Clerk at least fourteen (14) working days prior to the second Tuesday of the month for the topic to be reviewed for consideration to be placed on the agenda. Whenever possible staff will address the concern directly, but if staff cannot address the issue then it will be considered for placement on the agenda as early as

practicable. The person making the request should provide sufficient information pertaining to their concerns to allow review of the citizens concerns and/or request.

- n) The audience, as well as the speaker, will maintain order and decorum in their conduct throughout the Public Comment period.
- o) Town Council will not provide a Public Comment period if a regular meeting is not held during the month.
- p) Any applause will be held to the end of the Public Comment period.

Adopted this 11<sup>th</sup> day of October, 2011

**APPROVED:** \_\_\_\_\_  
John J. Quinn, Mayor

SEAL

Attest: \_\_\_\_\_  
Peggy Piontek, Town Clerk