TOWN OF INDIAN TRAIL TOWN COUNCIL
PUBLIC COMMENT POLICY

1. Policy Purpose

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

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This policy, upon adoption by the Town Council, shall remain in effect until such time that it is altered, modified, or rescinded by the Council.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 7:00 p.m. on the meeting night by giving their name, address and a short description of the topic on the sign up sheet located in the Council Chambers.

   b. Each speaker must be recognized by the Mayor.

   c. 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.

   d. Maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one person to speak for all.

   e. The time allotted for Public Comments will be 15 minutes. The Council can choose to extend the time for public comments, by a majority vote, an additional 15 minutes; for a maximum time limit of 30 minutes for public comments.

   f. 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 answering

impromptu questions. Citizens will be expected to be civil in their language and presentation and not to engage in slander or name-calling.

g. Individuals, who signed up but cannot speak because of time constraints, will be carried to the next regular meeting of the Town Council and placed first on the public comment agenda.

h. Citizens may address the Town Council regarding matters germane to Town policies or business but not appearing on the agenda at the Public Comment period.

i. For clarification, the Town Council may ask the speaker questions.

j. The Town Council will not take action on an item that is presented during Public Comment.

k. The public can address the Council on any issue ***other than the following:*** (a) public hearing items; () items that would be covered in closed session, which would include but not be limited to attorney/client privilege, anticipated or pending litigation, personnel, land acquisition and contract negotiations; (c) matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Council; (d) 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.

l. 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 seven (7) 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 place on the agenda as early as practicable. The person making the request should provide sufficient information pertaining to their concerns to allow the Council to review the citizen concerns and/or request.

m. Audience as well as speaker shall maintain order and decorum in their conduct throughout the Public Comment period.

n. Town Council will not provide a Public Comment period if no regular meeting is held during the month.

o. Any applause will be held to the end of the Public Comment period.

Dated June 26, 2007

Sandy B. Moore

Sandy B. Moore – Mayor

SEAL

Peggy Piontek

Peggy Piontek - Town Clerk