



Public Comment

Adopted 12/11/2017

All meetings are open to the public and citizens are encouraged to attend, observe, record and comment on Town Council actions. Typically, Council meetings are either Regular Meetings or Special Meetings.

1. Items that are the subject of scheduled public hearing shall not be discussed during the Public Comment Period. Citizens shall have an opportunity to speak on those agenda items during the scheduled public hearing for those matters. Unless a public hearing is scheduled, the Public Comment Period is the only time for individuals to address the Council.
2. The Public Comment Period shall not exceed 20 minutes and shall be placed on the agenda as the first item under Any Other Business. The total time period allowed for the Public Comment Period may be extended by a majority vote of the Council.
3. Each speaker shall have a maximum of 4 minutes to speak, unless the Council entertains a successful majority vote to extend this limit. Any extension of time granted to speak must be granted equally to all who wish to speak. The Town Manager shall serve as the official time keeper unless another Town Staff member is otherwise designated as time keeper before the beginning of the Public Comment Period. Each speaker may only speak once during the Public Comment Period per Council meeting.
4. No Time shall be yielded or transferred to a speaker by another speaker, except as designated hereafter, and that shall only be done before the beginning of the Public Comment Period. The Council may require groups with the same concern to designate one or two spokesperson(s) to address the Council on behalf of the group of speakers and in that event the Council shall designate the time allowed each spokesperson during the Public Comment Period.
5. Prior to the start of the meeting, persons wishing to address the Council must sign in on the sign-in sheet stationed at the entrance of the meeting room. No individual, unless approved by a majority vote of the Council, shall be permitted to address the Council if they do not sign in.
6. Speakers shall be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers shall address the Council from the lectern and begin their remarks by stating their name and address. Speakers shall discuss matters that are within the jurisdiction of the Council.
7. Speakers shall address their comments to the entire Council as a whole and not to one individual Council Member or to other members of the audience. Discussions between speakers and members of the audience shall not be permitted during the Public Comment Period.
8. The Public Comment Period does not require the Council and/or Town Staff to answer any impromptu questions. The Council will not take action on an item presented during the Public Comment Period unless the item is on the approved meeting agenda. When appropriate, the Council may refer inquiries and items brought up during the Public Comment Period to the Town Manager for follow-up. If necessary, the item may be added to a future Council Meeting agenda, thereby providing Town Staff an opportunity to research the item and provide data to the Council for consideration and review.
9. Speakers shall not address matters deemed as "Closed Session" issues (PERSONNEL MATTERS, LITIGATION, PROPERTY ACQUISITION, ATTORNEY-CLIENT PRIVILEGE, or MATTERS MADE CONFIDENTIAL BY LAW).
10. Speakers shall be courteous in their language and presentation. Foul language, other inappropriate language or personal attacks on Council Members, Town Staff, or other members of the audience shall not be tolerated.
11. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare any person who fails to comply with this policy as being "out-of-order." The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to abide by the provisions of this policy shall be grounds for removal from the meeting.

Citizen feedback is a vital part of our democracy and the Council invites all citizens to participate during public comment period. Improving the quality of life for residents is a team effort. Thank you for all you do to make our community a better place!