



Town of Selma Public Comment Period Procedures

1. Persons who wish to address the Council during the Public Comment Period will register on a sign-up sheet available at Town Hall indicating contact information and topic. Sign-ups are allowed via telephone, facsimile or email to Town staff. Sign-ups will be closed at three o'clock of the day of the Council meeting.
2. Each person signed up to speak will have up to five minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker. No speaker will be able to reserve time.
3. Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers will address the Council from the podium at the front of the room and begin their remarks by stating their name and address.
4. Speakers will be courteous in their language and presentation.
5. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Town Clerk.
6. Action on items brought up during the Public Comment Period will be at the discretion of the Council.

Duly adopted this the 9th day of June, 2009