

### Town Policy for Public Comment at Council Meetings

- 1) Persons who wish to address Council during the Public Comment Period on non-agenda items will register with the Town Clerk no later than 24 hours prior to the meeting and **state the topic** of which they will be speaking.
- 2) If a person wishes to make a presentation before Council; the presentation must be given to the Clerk to Council a week prior to the Council meeting. The presentation must be reviewed and approved by Town Manager.
- 3) 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.
- 4) Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers must state their name and address for the record prior to making their comments.
- 5) Speakers must address all comments to the presiding officer, not to the audience or staff members.
- 6) The Mayor, or presiding officer has the authority to maintain and enforce appropriate Decorum. Failure to comply with decorum may result in forfeiture of the remaining speaking time. Individuals who engage in egregious or repeated violations may be asked to leave the meeting.
- 7) Members of the audience are not allowed to speak out of turn or to interrupt the Mayor, Council Members, staff, or other speakers when they are speaking.
- 8) Speakers must not employ tactics of defamation, intimidation, personal affronts, profanity, yelling, or threats of violence especially toward the Town Council and Town Staff. Anyone who demonstrates these behaviors will be **removed** from the Council Chambers.
- 9) Action on items brought up during the Public Comment Period will be at the discretion of the Council.
- 10) Speakers should not expect Council members or City staff to comment on or respond to their comments directly during the meeting. The Mayor, or presiding officer may, however, request the Town Manager's office to follow up with a speaker after the meeting or provide additional information to the Council at a later date.