


Town of Jamestown  Administrative Policy and Procedures	Subject: Public Comment Policy	#
	Effective Date: July 19, 2005	
	Amended: February 21, 2006 & March 18, 2005	
	Prepared by: Martha Wolfe	
	Approved by: Town Council	

PUBLIC COMMENT POLICY

Section I. Policy Purpose

To establish a policy for citizens to appear before the Town Council at their regular monthly meetings.

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policy, upon adoption by the Town Council, shall remain in effect until such time that it is altered, modified, or rescinded by the Town Council.

Section III. Policy

- A.** Anyone desiring to address the Board at either the beginning or end of the meeting must sign up with the Town Clerk prior to 7:00 pm 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.** The Public Comment portion of the agenda will be placed at the beginning of the agenda but after all Public Hearings and again at the end of the meeting.
- C.** Each speaker must be recognized by the Mayor as having the exclusive right to be heard.
- 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.** 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.
- F.** The time allotted for each session of Public Comment will be 15 minutes. The Board can choose to extend the time for public comment, by a majority vote, an additional 15 minutes; for a maximum time limit of 30 minutes each session for public comments.
- G.** After the citizen has made his or her prepared remarks, he or she will be seated with no further debate, dialogue, or comment.

- H.** Individuals who sign 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 comments agenda.
- 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 Governing Body on any issue other than Quasi-Judicial Hearing items and those that would be covered in closed session that would include, but not limited to, attorney/client privilege, personnel, land acquisition and contract negotiations.
- L.** Anyone desiring to address the Council on specific concerns requiring more effective and informed action by the Board should contact the Town Clerk at least two (2) weeks prior to the first Monday 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 placed on the agenda as early as is practicable. The person making the request should provide sufficient information pertaining to their concerns to allow the Board to review the citizen concerns and/or request.