

**TOWN OF SWANSBORO BOARD OF COMMISSIONERS POLICY NO. 4
MEETING PROCEDURES AND GUIDELINES**

In accordance with HB 635, codified as N.C.G.S. 160A-81.1 and effective July 12, 2005, the Swansboro Board of Commissioners, will provide at least one period of public comment per month at a regular meeting of the Board. Public comments are not required if no regular meeting is held during the month. In addition, it is the policy of the Board of Commissioners that the Board of Adjustment and all Town Advisory Boards shall similarly provide for public comment at their respective meetings in accordance with this policy. In order to govern the conduct of the public comment period, the following rules shall apply at all such meetings:

- Any citizen who would like the opportunity to address the Mayor, Board of Commissioners, Board of Adjustment, or Advisory Board regarding items on the agenda or as a matter of public comment **must sign in with the Town Clerk, Deputy Clerk, or their designated representative prior to the "Call to Order."** The Mayor or Presiding Officer may call for **additional comments as deemed appropriate.**


- The following guidelines **will be followed** to ensure order and to afford an opportunity for each different opinion or matter to be heard by the Board of Commissioners, Board of Adjustment, or Advisory Board.

- ☞ At the appropriate time the Mayor/Presiding Officer will acknowledge those persons **who have signed in with the Clerk or designated representative;**
- ☞ Groups will designate a spokesperson to speak on their behalf;
- ☞ Individual comments will be limited to **5 minutes** unless otherwise stated by the Mayor/Presiding Officer;
- ☞ Comments will be limited to new or different statements that have not been entered into the public record;
- ☞ Restatements or repetitive comments from a speaker will be limited or ended by the Mayor/Presiding Officer.

If the number of persons attending the respective meeting exceeds the capacity of the meeting place to accommodate them, then the Mayor/Presiding Officer may order that the groups of persons supporting or opposing a particular position shall select a number of delegates to represent their respective positions, the number of delegates to be determined by the Mayor/Presiding Officer.

Presentations or materials (whether electronic or hard copy) to be provided to the Board will be provided to the Clerk or designee at least 24 hours in advance of the meeting.

Adopted this 16th day of August, 2005. Revised and re-adopted this 21st day of July 2015.


Mayor