

## PUBLIC COMMENT POLICY      Town of Ramseur

63  
June  
Bill  
Aug 2005  
The Town of Ramseur Board of Commissioners has established the following policy for public comment before the Board at the first regular board meeting of the month. The purpose of this policy is to give the public opportunity to offer comments and suggestions for the efficient and effective administration of their government. In addition to public hearings, a special time is set aside for the purpose of receiving public comment. All comments and suggestions addressed to the Board during the Public Comment Period shall be subject to the following procedures:

1. The public comment period will be held at the beginning of each Regular Board meeting. The comment period will be limited to a maximum of thirty (30) minutes. The Board can choose to extend the time, by majority vote.
2. Individuals who sign up but can not speak because of time constraints will be carried to the next regular meeting of the Board of Commissioners and placed first on the public comment agenda
3. Persons who wish to address the Board during the public comment period shall register on a sign up sheet available in the Town Clerk's office during regular business hours.
4. The public comment period of the Agenda will be placed at the beginning of the agenda but after all Public Hearings.
5. Each speaker must be recognized by the Mayor or Board as having the exclusive right to be heard. Speakers will address the Board from the podium at the front of the room and begin their remarks by stating their name and address.
6. Comments are limited to three (3) minutes per speaker. A speaker can not give their allotted minutes to another speaker to increase that person's allotted time.
7. A maximum of two (2) participants (1 in favor, 1 in opposition) per the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all. If a spokesperson is appointed and requires additional minutes to address the Board they should contact the Clerk's office prior to the meeting to request extended time.
8. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussion between speakers and members of the audience will not be allowed.
9. Speakers will be courteous in their language and presentation.
10. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board prior to the meeting.
11. For clarification, the Board of Commissioners may ask the speaker questions.
12. The Board of Commissioners will not take action on an item that is presented during Public Comment however the item may be placed on the agenda for action at the discretion of the Board.
13. The public can address the Board on any issue other than public hearing items, matters concerning the candidacy of any person seeking public office, and those that would be covered in closed session.
14. Anyone desiring to address the Board of Commissioners on a specific concern requiring more effective and informed action by the Board should contact the Town Clerks office at least one (1) week prior to ~~the first Monday~~ of each month for the topic to be reviewed for consideration to be placed on the Agenda. 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.

→ THIRD TUESDAY