



TOWN OF GRANITE FALLS INFORMATION FOR TOWN COUNCIL MEETING ATTENDEES FOR THE PUBLIC COMMENT PERIODS

One (1) Public Comment Period shall be reserved as an item of business on the agenda at each of the Regular Town Council meetings. There will be no Public Comment Period held during Council Special, Committee or Workshop Meetings. All comments and suggestions to the Council during Public Comment Period shall be subject to the following guidelines:

- 1) Items that are the subject of a scheduled public hearing will not be discussed during the Public Comment Period. The public will be afforded an opportunity to speak on those agenda items during the scheduled public hearing for those matters. Unless there is a scheduled public hearing, the Public Comment Period will be the only time for individuals to address the Council.
- 2) The Public Comment Period shall not exceed 15 minutes and shall be placed on the agenda following the Town Attorney Report. The total time period allowed for the Public Comment Period may be extended by consensus of the Council.
- 3) Each speaker will have a maximum of three (3) minutes to speak, unless the Council entertains a successful majority vote to extend this limit. Any extension of time granted to speak must be granted equally to all who wish to speak. A Town Staff member shall serve as time keeper and will promptly announce when the speaker's time has expired. The Town Manager shall serve as the official time keeper unless another Town Staff member is otherwise designated as time keeper before the beginning of the Public Comment Period. Each speaker may only sign up once to speak during the Public Comment Period per Council meeting.
- 4) No time will be yielded or transferred to a speaker by another speaker, except as designated hereafter, and that shall only be done before the beginning of the Public Comment Period. The Council may require groups with the same concern to designate one or two spokesperson(s) to address the Council on behalf of the group of speakers and in that event the Council shall designate the time allowed each spokesperson during the Public Comment Period.
- 5) Prior to the start of the meeting, persons wishing to address the Council will register on a sign-up sheet stationed at the meeting room door. No individual will be permitted to address the Council if they do not sign up to speak prior to the start of the Council Meeting. Any related documents, printed comments, or materials the speaker wishes distributed to the Council shall be delivered to the Town Clerk in sufficient amounts (13 copies) at least fifteen (15) minutes prior to the start of the meeting.
- 6) Speakers will be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers will address the Council from the lectern and begin their remarks by stating their name and address. Speakers will discuss matters that are within the jurisdiction of the Council.
- 7) Speakers will address their comments to the entire Council as a whole and not to one individual Council Member or to other members of the audience. Discussions between speakers and members of the audience will not be permitted during the Public Comment Period.
- 8) The Public Comment Period is not intended to require the Council and/or Town Staff to answer any impromptu questions. The Council will not take action on an item presented during the Public Comment Period unless the item is on the approved meeting agenda. When appropriate, the Council may refer inquiries and items brought up during the Public Comment Period to the Town Manager for follow-up. If necessary, the item may be added to a future Council Meeting agenda, thereby providing Town Staff an opportunity to research the item and provide data to the Council for consideration and review.
- 9) Speakers will not discuss matters deemed to be "Closed Session" issues (PERSONNEL MATTERS, LITIGATION, PROPERTY ACQUISITION, ATTORNEY-CLIENT PRIVILEGE, or MATTERS MADE CONFIDENTIAL BY LAW).
- 10) Speakers will be courteous in their language and presentation. Profanity, other inappropriate language or personal attacks on Council Members, Town Staff, or other members of the audience will not be tolerated.
- 11) In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare any person who fails to comply with this policy as being "out-of-order." The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to abide by the provisions of this policy shall be grounds for removal from the meeting.