



## TOWN OF GRANITE FALLS PUBLIC HEARING GUIDELINES

Any public hearings to be conducted by the Town Council hereafter shall be subject to the following procedures:

1. Citizens or groups may address the Town Council relative to the item which is the subject of the public hearing, as listed on the prepared agenda, at such meeting of the Town Council.
2. At no time may speakers address any of the following subjects:
  - a. matters about impending real property transactions or acquisitions;
  - b. matters involving attorney/client privilege; and
  - c. matters involving specific Town Staff or employees of the Town Council.
3. Any individual or spokesperson for any group who wishes to address the Town Council shall complete a Request to Address the Town Council form prior to the beginning of the Council meeting and prior to the beginning of the public hearing, and shall provide his or her name and address, the name of the organization he or she represents, if any, and the topic to be addressed with regard to the matter on the agenda for which the public hearing is being held. If the speaker wishes to give the members of the Town Council written materials related to his or her remarks, nine (9) copies of the written materials shall be given to the Mayor or the Mayor's designee for distribution.
4. Individual speakers will be given up to five (5) minutes to speak before the Town Council. Groups shall be asked to select one or more spokesperson(s) to speak on their behalf, and will be given up to a total of ten (10) minutes for the group. The Mayor may limit the number of speakers on a specific topic, depending on the number of speakers and the topics listed.
5. The following rules shall be followed by speakers appearing before the Town Council :
  - a. The speaker shall state his or her name and address, the organization that he or she represents, if any, and the topic to be discussed with regard to the matter on the agenda for which the public hearing is being held;
  - b. All remarks shall be made to the Town Council as a whole and not to an individual Town Council member, Town Staff or any other member of the audience;
  - c. No speaker shall make any obscene, derogatory, or slanderous remarks, or otherwise seek to disrupt the public hearing;
  - d. No person shall be allowed to disrupt the speaker except for the Town Council members when asking questions or seeking clarification;
  - e. No person shall interrupt, disturb or disrupt an official meeting of the Town Council, and upon doing so shall be directed by the Mayor or Town Attorney to leave the meeting. A person refusing to leave the meeting may be charged with a class 2 misdemeanor;
  - f. Remarks shall end when the speaker's allotted time has expired;
  - g. Town Council members or the Mayor may ask the speakers questions for clarification;
  - h. No person from the audience shall enter into discussions with the Town Council ; and
  - i. The Mayor may immediately terminate any comments that are considered to be inappropriate or disruptive.

Adopted this the 18<sup>TH</sup> day of September 2017.