

## **PUBLIC COMMENT**

A speaker may address the Council for no more than three minutes, and only once per Council meeting. The maximum time limit for each speaker is a single three-minute time limit applied to all topics the speaker addresses. The maximum time for citizen participation is 45 minutes. If there are more than 15 speakers, the Mayor will allocate time among the speakers to ensure that citizen comments do not exceed 45 minutes.

- I. When Speaking to the Town Council Please:
  - Clearly state your name
  - Direct all questions/comments to the Mayor and only the Mayor; the Mayor at her discretion may engage Council Members to assist in the response or discussion
  - No personal attacks on Town staff or Council
  - Speak to the Town Council with civility and decorum
- II. The Town Council will not respond to any comments or questions concerning personnel matters. Any such comments or questions will be handled by the appropriate persons.
- III. Public hearing comments and presentations will be limited to three minutes or less per person, nor will time extensions be permitted. No duplication of speakers will be allowed.
- IV. Questions posed by speakers may or may not be responded to by Council Members. Willful disruption or the breach of the peace during a Council Meeting may result in the removal of any such individuals or groups from the Council Chambers.
- V. Citizens may submit written comments to the Town Council through the Town Clerk at any time. Copies of written comments will be distributed to the Mayor and Members of the Town Council by the Town Clerk. If a person wishes their written comments to be included in the record of testimony on an agenda item or during Citizen Participation, these comments must be submitted to the Town Clerk prior to the Town Council meeting. The Town Clerk will acknowledge receipt of the written comments during the meeting. The full text of the written comments will not be read but will be included in its entirety in the record of the meeting.

(These Guidelines are also posted at the podium in the Council Chambers)