



RESOLUTION ADOPTING A PUBLIC COMMENT POLICY FOR THE TOWN OF SNOW HILL

WHEREAS, the Snow Hill Town Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government; and,

WHEREAS, the Town Board of Commissioners hereby establishes and sets aside a special time for the purpose of receiving such comments and suggestions in addition to public hearings; and,

NOW, THEREFORE; BE IT RESOLVED that all comments and suggestions addressed to the Town Board of Commissioners during the Public Comment Period shall be subject to the following Public Comment Policy:

1. The purpose of this policy is to establish a policy for citizens to appear before the Town Board of Commissioners at their first regular meeting of each month.
2. This policy, upon adoption by the Town Board of Commissioners, shall remain in effect until such time that it is altered, modified, or rescinded by the Town Board of Commissioners.
3. Anyone desiring to address the Town Board of Commissioners must sign the "Public Comment Sign-Up" form located in the Town Hall lobby immediately prior to commencement of that evening's meeting. Name, address, and a short description of the topic on which he/she would like to speak should be provided. At the commencement of each meeting, the Town Clerk will retrieve the "Public Comment Sign-Up" form and provide the same to the Mayor. Anyone failing to sign the "Public Comment Sign-Up" form prior to retrieval shall not be permitted to speak during the public comment period.
4. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. The Clerk will serve as time keeper and will promptly announce when the speaker's time has expired.
5. No time may be yielded or transferred from one speaker to another. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.

6. The total time allotted for Public Comment period will be 30 minutes. Each individual speaker is limited to a maximum time of three (3) minutes.
7. Individuals who sign up but can not speak due to time constraints will be carried to the next regular meeting of the Board of Commissioners and placed first on the Public Comment Agenda.
8. Prior to presenting an issue to the Board, citizens should contact Town staff to 1) inform them of the issue and 2) see if a resolution can be achieved without the need of presentation of the issue to the Board.
9. Speakers must address the entire Board, not an individual board member. Discussions between speakers and the audience will not be allowed.
10. The public comment period is not intended to require the Board of Commissioners and/or any staff to answer any impromptu questions. The Board of Commissioners will not take action on an item presented during the public comment session. Upon completion of the public comment session and when appropriate, the Board of Commissioners may refer inquires made during the public comment session to the Town Manager, Town Attorney, or an appropriate staff member. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the Board of Commissioners for consideration and review.
11. Speakers shall be courteous in their language and presentation. Failure to abide by this requirement may result in forfeiture of the speakers right to speak.
12. Speakers shall not:
 - a. discuss matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board;
 - b. discuss matters which are the subject of public hearings;
 - c. discuss matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.
 - d. use profanity;
 - e. use racial slurs; or

- f. engage in personal attacks that by irrelevance, duration or tone may threaten or perceive to threaten the orderly and fair progress of the discussion.

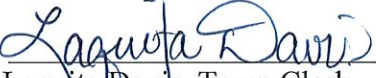
- 13. For clarification, any Board of Commissioners member may ask the speaker questions. The time used by a Board of Commissioners Member to ask a question, or the response to his/her question, will not be counted against the citizen's three minute time allotment.

- 14. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Town Clerk.

This the 10 day of May, 2021.



DENNIS K. LILES, MAYOR
TOWN OF SNOW HILL

ATTEST: 

Laquita Davis, Town Clerk