



PUBLIC COMMENT POLICY

The Town of Nashville Town Council is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a public comment period is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Town Council during the public comment period shall be subject to the following procedures:

- 1) The public comment period shall be held at the beginning of the Town Council's Regular and Agenda Meetings. The comment period will be limited to a maximum of thirty (30) minutes. At the discretion of the Council, this time may be extended as circumstances warrant.
- 2) Persons who wish to address the Council during the public comment period will register on a sign-up sheet located on the Clerk's desk at the front of the Council Chambers. Speakers will provide contact information and the topic of their comments on the sign-up sheet. Sign-up sheets will be available twenty (20) minutes before the start of the meeting. No one will be allowed to have their name placed on the list by telephone or email request to town staff.
- 3) If a person arrives after public comment has begun and desires to address the Council, they may do so after those who have signed up have addressed the Council, assuming time is available.
- 4) Each speaker will have three (3) minutes to make their remarks. Speakers may not yield time to another person.
- 5) It is recommended that groups or delegations select their spokesperson in advance of the meeting.
- 6) Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers will address the Council from the podium at the front of the room and will begin their remarks by stating their name and address.
- 7) Public comment is not intended to require the Council to answer impromptu questions. Speakers will address all comments to the Council as a whole and not to one individual Councilmember. Discussions between speakers and members of the audience will not be allowed. Discussions between speakers and members of the Council will not be allowed. However, the Council reserves the right to ask questions of the speaker for clarification.
- 8) Speakers shall be courteous in their language and presentation and must be respectful in their remarks, refraining from personal attacks and the use of profanity.
- 9) One speaker will be acknowledged at a time. If the time period runs out before those signed up have spoken, those names will be carried over to the next public comment period at the next regularly scheduled meeting. At the discretion of the Council, the public comment time period may be extended as circumstances warrant.
- 10) Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Town Clerk.

- 11) Speakers from the floor may address agenda or non-agenda items, provided that the item is not already on the agenda for public hearing. Any comments on matters of public hearings shall be made at the public hearing.
- 12) By law, individual personnel issues are confidential, and neither Town elected officials nor Town employees may discuss such matters in open session. Citizens should not discuss any of the matters which concern the candidacy of any person seeking public office, including the person addressing the Council; matters in current or anticipated litigation; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, personnel, property acquisition, or other matters which are made confidential by law.
- 13) Information sheets outlining the process for the public's participation in Council meetings will be available at the Clerk's desk in the Town Council Chambers.
- 14) Action, responses, or comments on items raised during the public comment period will be at the discretion of the Council.

Amended this 7th day of May, 2019.