

**PUBLIC COMMENT PROCEDURES
TOWN OF LELAND COUNCIL, BOARDS, AND COMMITTEES**

The Town of Leland 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 special time is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Town Boards during the Public Comment Period shall be subject to the following procedures:

1. The Public Comment period will be held at the beginning of the Board meeting.
2. Persons who wish to address the Board during the Public Comment Period will register by indicating contact information and topic on the signup sheet that will be available beginning thirty (30) minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to Town staff.
3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted.
4. Speakers will be acknowledged by the mayor or board/committee chair in the order in which their names appear on the signup sheet. Speakers will address the Board from the lectern at the front of the room and begin their remarks by stating their name and address.
5. Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussions between speakers and members of the audience will not be allowed.
6. Speakers are encouraged to be courteous and respectful in their language and presentation. Vulgar language, profanity, inappropriate gestures, insults, personal attacks, and accusations are prohibited.
7. Only one speaker will be acknowledged at a time.
8. Any applause will be held until the end of the Public Comment Period.
9. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Town Clerk.
10. Speakers shall not discuss matters pertaining the candidacy of any person seeking public office, including the candidacy of the person addressing the Board. Speakers should refrain from commenting on matters protected by the attorney-client privilege, confidential personnel matters, and other matters which are made confidential by law. Comments related to matters which are the subject of public hearings should be made during the public hearing conducted for those matters.

11. Action on items brought up during the Public Comment Period will be at the discretion of the Board.