

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

The Town of Leland is committed to encouraging and allowing members of the public an opportunity to offer comments and suggestions to Council, Board, or Committee members. 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 Council, Boards, and Committees (collectively referred to as the "Board(s)") during the public comment period shall be subject to the following procedures:

1. The monthly Public Comment period for a Regular Meeting of Council will be held near the beginning of a meeting. Other meetings of the Boards will state whether public comment opportunities are available or not as provided in their respective agendas.
2. Individuals who wish to address the Board during a public comment period will sign up using the sign-up sheet that will be available beginning thirty (30) minutes before the start of the meeting. Individuals who sign up will be allowed to speak first. Individuals may only speak once in a public comment period.
3. Each person acknowledged to speak will have three (3) minutes to make their remarks. Each person acknowledged to speak will only be entitled to the time allotted. Individuals cannot give their time or remaining time to another person.
4. Speakers will be acknowledged by the Clerk in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the lectern.
5. Public comment is not intended to require the Board members to answer any questions. 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.
7. Only one speaker will be acknowledged at a time.
8. Any applause or other reaction to the speaker's comments should be held until the end of the public comment period so as not to interfere, interrupt, or disrupt a speaker to allow for full use of their allotted time.
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. Action or discussion on items brought up during a public comment period will be at the discretion of the Board.
11. After all individuals who have signed up have spoken, the Mayor or Board Chair will ask if there are others who wish to speak and allow them to speak.