

**PUBLIC COMMENT PROCEDURES**  
**FOXFIRE VILLAGE COUNCIL**

*The Foxfire Village 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, special time is set aside for receiving such comments and suggestions. All comments and suggestions addressed to the Council during Public Comment Periods shall be subject to the following procedures:*

- 1. A Public Comment period will be held at the beginning of the Council meeting. **This comment period will be limited to a maximum of thirty minutes.***
- 2. Persons who wish to address the Council during this Public Comment Period will register on a sign-up sheet available on the table inside the entrance door to the Town Hall indicating contact information and topic. Sign-up sheets will be available beginning 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 Village 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 to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.*
- 4. Speakers will be acknowledged by the Council in the order in which their names appear on the sign up sheet. Speakers will approach the lectern, address the Council and begin their remarks by stating their name and address.*
- 5. A second Public Comment period will be held at the end of the Council meeting. Comments during this period shall only address issues that were discussed during the Council meeting and are subject to the same time limitations in paragraph 3. Speakers must be recognized by the presiding officer before speaking. [Note: When a decision has been made or action taken by the Council prior to public comment the Council may re-open and reconsider its previous decision or action by a motion to reconsider.]*
- 6. Public comment is not intended to require the Council to answer any impromptu questions. Speakers will address all comments to the Council as a whole and not one individual member. Discussions between speakers and members of the audience will not be allowed.*
- 7. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee of Foxfire Village shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 8. Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next 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 Village Clerk.*
- 10. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Council; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.*
- 11. A copy of these procedures for public comment will also be available on the table inside the entrance door to the Town Hall.*
- 12. Action on items brought up during the Public Comment Period will be at the discretion of the Council.*

*Adopted on the 9<sup>th</sup> day of January, 2018 by the Foxfire Village Council.*