

## PUBLIC PARTICIPATION POLICY

Participation by the public at a Town Council meeting is encouraged with the following guidelines:

1. If a person wishes to address the Town Council on a matter **not listed on the agenda** for consideration they may speak under the public portion of the meeting agenda. A person must be recognized by the Mayor prior to arriving at the podium to speak.
2. If a person wishes to address the Town Council on a matter that is **listed on the agenda** for consideration they may do so after a motion has been made and seconded by members of the Council and after having been recognized by the Mayor.
3. If a person wishes to speak on a **Consent Agenda item** they should approach the Mayor or Council member prior to the start of the meeting and request that the item be removed from the Consent Agenda so that they might have an opportunity to comment. If the item is removed they may speak to the item after a motion has been made and seconded by Council members and after having been recognized by the Mayor.
4. Speakers must speak at the podium, not from their seat in the audience.
5. Speakers must provide their name and address.
6. Speakers must direct comments to the Mayor and not to members of the audience.
7. Comments are to be restricted to no more than three minutes whenever the person is recognized by the Mayor to speak. However, when a person is speaking to a Public Hearing item additional time may be granted by a majority of the Council. Time may not be donated to another speaker.