

Haywood County Board of Commissioners  
September 7, 2010  
County Commission Meeting

VIII. New Business

8. Public Comment Guidelines - David Teague - ATTACHMENT 25

BOARD OF COMMISSIONERS

J. W. "KIRK" KIRKPATRICK, III, CHAIRMAN  
BILL L. UPTON, VICE CHAIRMAN  
CHARLES "SKEETER" CURTIS  
KEVIN ENSLEY  
RK SWANGER



COUNTY MANAGER  
DAVID B. COTTON

COUNTY ATTORNEY  
LEON M. KILLIAN, III

SEP 8 2010

**Haywood County Board of Commissioners  
Guidelines for Public Comments at Meetings**

The Haywood County Board of Commissioners will hold one public comment period near the beginning of each regular meeting. There will be no public comment periods held during Special Meetings or Board Work Sessions unless approved by the Board of Commissioners. All comments and suggestions to the Board during Public Comment Periods will be subject to the following guidelines:

- 1) The Public Comment Period will not exceed 30 minutes unless approved by the Board of Commissioners and will be placed on the agenda immediately following the Pledge of Allegiance;
- 2) Each speaker will have a maximum of three (3) minutes to speak, unless the Board entertains a successful majority vote to extend this limit. Any extension of time must be granted equally to all who wish to speak;
- 3) No time will be yielded to a speaker by another speaker. In order to avoid repetitiveness, groups should elect a spokesperson to speak on their behalf;
- 4) Meeting attendees may not address the board at any time other than the Public Comment Period unless recognized by the Chairperson;
- 5) Prior to the start of the meeting, persons wishing to address the Board must register on a sign-up card located at the speakers' podium. Any related documents and/or materials the speaker wishes to distribute to the Board must be delivered to the County Manager's office {14 copies} at least 15 minutes prior to the start of the meeting. No documents or materials may be distributed to the Board during the meeting.
- 6) Speakers will be acknowledged to address the Board in the order as determined by the Chairperson. Speakers will address the Board from the podium and begin their remarks by stating their names and address;
- 7) Public Comment Period is an opportunity for individuals to voice their opinions, concerns, remarks, etc. The Board will not take action on an item presented during the Public Comment Period. When appropriate, the Board may refer inquiries and items brought up during the Public Comment Period to the County Manager for follow up.
- 8) Speakers will only discuss matters within the jurisdiction of the Board;
- 9) Speakers shall not discuss matters deemed to be "closed session" issues (Personnel Matters, Litigation, Property Acquisition, Attorney-Client Privilege, or Matters Made Confidential By Law);
- 10) Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Board;
- 11) Speakers will be courteous in their language and presentation. Personal attacks will not be tolerated.