

**BOARD OF COMMISSIONERS**

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



**COUNTY MANAGER**  
**DAVID B. COTTON**

**COUNTY ATTORNEY**  
**LEON M. KILLIAN, III**

## **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) Comments are generally limited to three minutes per individual, unless the speaker is representing a group for which the comment period may be extended to five minutes, unless the Chairperson grants additional time;
- 2) No time will be yielded to a speaker by another speaker, unless authorized by the Chairperson. In order to avoid repetitiveness, it is recommended that groups elect a spokesperson to speak on their behalf;
- 3) Meeting attendees may not address the board at any time other than the Public Comment Period unless recognized by the Chairperson;
- 4) Prior to the start of the meeting, persons wishing to address the Board are requested to register on a sign-up card located at the speakers' podium. It is recommended that any related documents and/or materials the speaker wishes to distribute to the Board be delivered to the County Manager's office at least 15 minutes prior to the start of the meeting, if the speaker wishes to have copies available for administrative staff and/or the media;
- 5) 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;
- 6) 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, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment Period to the County Manager for follow up.
- 7) Speakers will only discuss matters within the jurisdiction of the Board;
- 8) 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);
- 9) Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; the viewpoints or platforms of any political party or political action committee; or political issues currently of interest on a state or national level unless those issues relate directly to actions under consideration by the Board of Commissioners;
- 10) Speakers will be courteous in their language and presentation. Personal attacks will not be tolerated.