PUBLIC COMMENT POLICY AND PROCEDURES

The Town of Forest City Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions. In addition to public hearings, a special time is set aside at each regular Council meeting for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Board during the Public Comment Period shall be subject to the following procedures:

1. The Public Comment period will be held at the beginning of the regular council meeting.

2. Speakers are requested to sign-up prior to the start of the meeting.

3. Each person choosing to speak is asked to keep their statements to a limit of three (3) minutes in recognition that others may also wish to speak, and that the council requires time to conduct its normal business. Groups of people wishing to speak about the same subject may be asked to choose one (1) spokesperson for the group. The Mayor retains the right to limit discussion as he/she deems necessary. Your comments should relate to matters involving the Town of Forest City.

4. Speakers will be acknowledged by the Mayor. Speakers should address the council from the podium at the front of the room and begin their remarks by stating their name and address for the record.

5. Public comment is not intended to require the council and/or staff to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual member.

6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory, embarrassing to any citizen, official or employee of the Town shall not be allowed. Matters involving personnel will not be heard. You will be asked to discontinue comments if the comments involve any area of confidentiality.

7. Speakers shall not discuss any of the following:

    - Matters which concern 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 or property acquisition.

    - Matters which are the subject of the public hearings.

PLEASE NOTE: No response from the Board does not mean that your matter has not been taken seriously. It may take time to investigate your complaint or problem. If you have other questions or concerns, please feel free to contact our Town Manager at 828-245-4747 during normal business hours. It may be necessary to schedule an appointment to discuss your matter in person.

Approved December 16, 2019