



Rules for Public Comment at Town Council Meetings

The Boones Mill Town Council welcomes public participation in local government. Involving the public is vital, and meetings must be a respectful and welcoming space for all viewpoints. During the “Hearing of Citizens upon Public Matters,” individuals have a three-minute time limit to speak unless otherwise decided. During the rest of the meeting, interjections from the public are not permitted.

A sign-up sheet is provided for your name and address to allow acknowledgment of your comments.

During public hearings, the Council will try to hear everyone who wishes to speak on a subject (sign-up lists for speakers are used), but sometimes discussion must be limited due to time constraints.

If additional time is required, it may be granted by consent of the Council for good cause, but such decision shall be at the sole discretion of the Town Council. The timekeeper will signal when your time is up. In order to give all speakers equal treatment and courtesy, the Council requires speakers to adhere to the following rules:

- **Please silence cellular telephones and similar devices.**
- Come forward to the speaker's podium and state your name and place of residence;
- Do not speak from your seat or out of turn;
- Address comments directly to the Council as a whole;
- State your position and give facts and other data to back it up;
- Back-and-forth debate is prohibited, and Council members will not engage in it;
- Give written statements and other supporting material to the Clerk (written comments are also welcome if you do not wish to speak);
- Refrain from applause and other forms of approval or disapproval, as a courtesy to speakers;

Town Council has the objective of transacting public business. Public comment is an important part of the process, but the council chamber is a “limited public forum” in legal terms. The duration and topic of speech can be restricted, but there will be no restriction on speakers’ viewpoints. Speakers are always welcome to contact Town officials by a variety of media outside of the meeting.