

PUBLIC COMMENT POLICY

FOR CITY OF SALUDA BOARD OF COMMISSIONERS MEETING

NOVEMBER 20TH, 2006

The City of Saluda Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a special time is set aside 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. **In addition, the public will be allowed two (2) minutes of comment if needed after a motion is made to take action as part of the comments from the Board.**

1. The Public Comment period will be held at the beginning of the Board meeting.
2. Persons who wish to address the Board during the Public Comment Period must register on sign-up sheets available at City Hall indicating their contact information and topic. Sign-ups can be in person or by contacting City staff via telephone or email. Sign-ups will be closed at four o'clock on the day preceding the board meeting.
3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker.
4. Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the podium at the front of the room and begin their remarks by stating their name and address.
5. Only one speaker will be acknowledged at a time. Maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one person to speak for all.
6. Public comment is not intended to require the Board to answer impromptu questions. Speakers will address all comments to the Board as a whole and not one individual Councilman. Discussions between speakers and members of the audience will not be allowed.
7. The expression of facts, ideas and experiences are to be made in an "air of respect". Opinions on the best decision are welcome but also must be offered in an "air of respect". Opinions of a personal nature concerning the Mayor, Commissioners and/or staff are not appropriate and will be considered disruptive. Disruptive behavior will result in expulsion from the meeting.

8. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.
9. Speakers shall not discuss any of the following: matters listed on the regular agenda; matters which are the subject of public hearings; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, or matters which are made confidential by law.