

CITY OF SANFORD
PUBLIC COMMENT POLICY

The Sanford City Council has a long standing policy which encourages citizens to contact the City Manager's office to redress issues which involve the City. In cases where the City Council's involvement is required, these matters are typically taken before the City Council at a workshop. The Sanford City Council continues to believe that this procedure offers citizens the best avenue to resolve issues and encourages this procedure to be followed where practical.

In order to comply with NCGS 160A-81.1, the Sanford City Council hereby establishes a Public Comment Policy to allow members of the public an additional opportunity to address the Council. In addition to public hearings, a special time is hereby set aside for the purpose of receiving comments and suggestions from citizens. All comments made during the Public Comment period shall be subject to the following procedures:

1. A Public Comment period not to exceed thirty (30) minutes will be held during the first regularly scheduled City Council meeting each month.
2. Persons who wish to make a statement during the Public Comment period, will register on a sign-up sheet available thirty (30) minutes before the start of the meeting. No one will be allowed to have his or her name placed on the list by telephone request to city staff.
3. Each person who signed up to speak will have up to three (3) minutes to make his or her statement.
4. Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers shall address the City Council from the podium, and not approach the Council or City Staff. Speakers will begin their statement by first stating their name and address.
5. Statements are to be directed to the City Council as a whole, and not to individuals. Public Comment is not intended to require the Board to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation.
7. Only one speaker will be acknowledged at a time. In the event, a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Likewise, in the event the number of persons wishing to attend the hearing exceeds the capacity of the meeting place, one or more delegates shall be selected to speak on behalf of each group. If the time period expires before

all persons who have signed up get to speak, those names will be carried over to the next Public Comment period.

8. Any action on items brought up during the Public Comment period will be at the discretion of the Board. The City Council will not likely take any action on subject matter for which they have not had the opportunity to fully investigate and gather complete information.
9. Speakers should not discuss any of the following:
 - a. Public Hearing items;
 - b. Candidacy of any person seeking public office;
 - c. Matters in current or anticipated litigation;
 - d. Matters which are closed session items, including, but not limited to, matters within the Attorney–Client privilege, anticipated or pending litigation, personnel, property acquisition; and matters which are made confidential by law.
10. After the speaker has made his or her statement, he or she will be seated with no further debate, dialogue, or comment.
11. Any applause will be held until the end of the Public Comment period. Speakers shall not disrupt the meeting.

Amended this 16th day of August, 2022.