



"The Crossroads of Opportunity"

TOWN OF BOILING SPRINGS

TOWN COUNCIL MEETINGS

PUBLIC PARTICIPATION GUIDE

The Town values public participation and encourages citizens to attend meetings, engage in the decision making process, and make community concerns known. As elected representatives the Town Council has an obligation to conduct the business of the Town so in order to facilitate productive and orderly meetings there are established policies that guide participation during Town Council meetings.

GENERAL PUBLIC COMMENT

All regular Town Council meetings include a time for public comment. The Council desires all citizens have an opportunity to address the Council in an open and productive manner. Individuals not on the agenda but wishing to speak should register with the Town Clerk prior to the start of the meeting so that they may be properly identified in the minutes kept by the Clerk. During the Public Comment portion of the meeting speakers have three (3) minutes unless otherwise approved by the Board. Groups are urged to appoint a spokesperson. If you require additional time, we ask you be placed on the agenda for the next regularly scheduled meeting of the Board. This policy allows the Board members adequate time to familiarize themselves with an issue.

FORMAL AGENDA ITEM

Requests to be placed on the regular meeting agenda of the Town Council are coordinated through the Town Clerk and Town Manager. Generally the request shall be submitted in writing, on a form provided by the Town, no later than six (6) working days prior to the date of the scheduled meeting. Requests should be specific and provide sufficient information which will reasonably allow the Board to consider the matter. Ten (10) copies of any relevant supporting material should be included with the request and shall also meet the aforementioned deadline. Persons requesting to be placed on the agenda shall also state the approximate amount of time they will need to present information to the Board. They shall also clearly state the action requested to be taken by the Board as well as justification for such request. Persons appearing on the agenda will be granted a maximum of fifteen (15) minutes to make a presentation.

Any questions about public participation, the format of public meetings, etc. should be directed to the Town Clerk or Town Manager.