



## TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Town Council Meeting Date Requesting to Provide Comment:

\_\_\_\_\_

Description of the item(s) to be presented to the Town Council Members. Please be specific.

Name(s) of Speaker(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.**

\_\_\_\_\_  
Signature

Submit to: [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com)

## TOWN OF WINTERVILLE PUBLIC COMMENT POLICY

In accordance with the provisions of North Carolina General Statute 160A-81.1, the following policy is hereby established for a Public Comment Period during meetings of Winterville Town Council effective April 14, 2008:

1. A Public Comment Period will be included as an item of business on the agendas of the regular Town Council meetings generally held on the second Monday of each month at 6:00 pm in the Town Hall Assembly Room.
2. A speaker wishing to address the Town Council during the Public Comment Period shall register with the Town Clerk by 5:45 p.m. prior to the opening of the meeting by providing his or her name, address, and a short description of his or her topic on a sign-up sheet available at the entrance to the Assembly Room. Speakers may register with the Town Clerk during normal business hours at any time prior to the scheduled meeting of the Town Council.
3. Speakers will be allowed to speak according to the time at which each registered with the Town Clerk.
4. Speakers with materials to be distributed to the Town Council members should provide them to the Town Clerk at the time of sign-up.
5. The Public Comment Period will be placed on the agenda after the Public Hearing section.
6. The Public Comment Period shall not exceed a total of thirty minutes.
7. When recognized by the Mayor, speakers should approach the podium and state his or her name, address, name of organization, any other relevant information, and the subject that the speaker will be addressing.
8. Each speaker will be allowed a maximum of three minutes to address the Town Council.
9. No more than three speakers shall address the Town Council on any one topic.
10. Items that are the subject of public hearings conducted at the Town Council meeting shall not be discussed during the Public Comment Period, nor shall any other matter not related to the conduct of Town business. Speakers may not use the comment period to make discourteous remarks about the Mayor, Town Council, Town staff, or other residents of the Town.
11. If the time allotted for the Public Comment expires, those who are not heard will be given priority for the Public Comment Period the following month.
12. The Town Council may elect to take no action on any matter presented by a speaker, may schedule the matter for further consideration at a future Town Council meeting, or may refer the matter to Town staff for further review and disposition.
13. No business solicitation will be allowed by members of the general public at any Town meeting.