

PUBLIC COMMENT PROCEDURES FOXFIRE VILLAGE COUNCIL

The Foxfire Village Council is committed to allowing members of the public an opportunity to offer comments and suggestions. In addition to public hearings, a special time is set aside for receiving such comments and suggestions. All comments and suggestions addressed to the Council during Public Comment Periods shall be subject to the following procedures:

1. Two Public Comment periods are held during the monthly **Village Council Business Meetings** scheduled for the 2nd Tuesday of each month. The first period will be held at the beginning and limited to issues not on the agenda. The second period is held at the end and limited to issues discussed during the meeting. Both comment periods are limited to a maximum of (30) thirty minutes.

One Public Comment period is held during the monthly **Village Council Work Session** which is scheduled the last Thursday of each month. The comment period is held at the end of the work session and limited to issues discussed during the work session.

2. Each speaker is allotted 3 minutes, in recognition that others may also wish to speak, and that the council requires time to conduct normal business. The mayor retains the right to limit discussion as he/she deems necessary.
3. Speakers will be acknowledged by the mayor. Speakers will address the council from the lectern at the front of the room and begin their remarks by stating their name and address for the record.
4. Public comment is not intended to require the council and/or staff to answer any impromptu questions. Speakers will address all comments to the entire council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted.
5. Speakers must be respectful and courteous in their language and presentation. Matters or comments that include the use of profanity and/or which are harmful, discriminatory, embarrassing, or personal attacks on any citizens, official, or employee of the village will not be allowed.
6. Speakers who have prepared written remarks or supporting documents are asked to leave a copy of such remarks and documents with the Village Clerk.
7. Speakers shall not discuss any of the following:
 - Matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the council
 - Matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, or property acquisition
 - Matters which are made confidential by law
 - Matters which are the subject of public hearings
8. Action on items brought up during the Public Comment Period will be at the discretion of the Village Council.