

HOW TO SPEAK AT THE COUNCIL MEETING

PUBLIC HEARINGS Anyone wishing to speak at a public hearing must sign their name, address, phone number and topic, on the approved sign in sheet, available at each public hearing. When the council meeting begins, 6:00 p.m., the sign in sheet is taken up. You must be on the sign in sheet to speak. Each person, other than a Council Member or Town staff member, speaking at a public hearing will be allowed 3 minutes to make their comments. No person may donate their time to another person.

REGULAR TOWN COUNCIL MEETINGS Although there is not a requirement for public comments, the Town of Stanley believes our citizens have every right to participate in Regular Town Council meetings, and we encourage citizens to do so. Regular Town Council meeting agendas have time set aside for public comments. Please remember that during public comments, issues raised may be referred to staff for research and possible future action.

SIGNING UP TO SPEAK Citizens wishing to speak during a Regular Town Council meeting must write their name, address, phone number and topic on the sign in sheet PRIOR to 6:00 PM when the meeting begins. The Request to Speak sign-in form will be available in the Council Chambers on the table by the entrance prior to the meeting. If you do not sign up to speak prior to the start of the meeting, you may not have an opportunity to speak. Citizens are not allowed to speak openly during the meeting unless first recognized by the presiding officer (typically the Mayor). When the presiding officer calls their name, citizens may speak for no more than 3 minutes. Any digital presentations must be submitted and checked for content prior to the meeting. Citizens who attend the meeting as part of a group may not give their time to another member of the group. The presiding officer may stop the person from speaking further if the remarks or gestures are profane, abusive, inflammatory, or otherwise offensive. Persons who refuse to stop speaking at the direction of the presiding officer may be escorted from the meeting by a law enforcement officer at the request of the presiding officer.

RULES FOR SPEAKING DURING COUNCIL MEETINGS 1. Members of the public may address the Town Council at the following times during a Regular Meeting: During the Citizen Comment section of the agenda after your name is called by the presiding officer if you have signed up to speak prior to the start of the meeting or when the presiding officer invites you to speak. 2. Speakers must state their name and address for the record prior to making their comments. Please speak clearly so everyone in the room can hear you. 3. Speakers must address all comments to the presiding officer, not to the audience or staff members. 4. Speakers must limit their comments to no more than 3 minutes. 5. Speakers must not employ tactics of defamation, intimidation, personal affronts, profanity, yelling, or threats of violence. Anyone who demonstrates these behaviors will be removed from the Council Chambers. 6. Members of the audience are not allowed to speak out of turn or to interrupt the Mayor, Council Members, staff, or other speakers when they are speaking

PROVIDING WRITTEN COMMENTS/DOCUMENTS TO CITY COUNCIL If you wish to bring hard-copies of documents to the meeting for Council, you must bring 8 copies and provide them to the Town Clerk PRIOR to the start of the meeting for distribution. This ensures the Mayor, Town Manager, Clerk, Attorney, and the Council Members each receive a copy. If fewer than 8 copies are provided to the Town Clerk, the document may not be provided to Council Members until after the meeting when sufficient copies can be made for each member. For more information about the Town of Stanley, please visit our website www.townofstanley.org. Regular Town Council Meetings are held on the first Monday of each month at 6:00 PM at Town Hall.

REMINDER TO MEETING ATTENDEES Please remember to mute or turn off your cell phones or other devices BEFORE entering the Council Chambers. If you need to have a conversation with someone during the meeting, please STEP OUTSIDE in order to avoid disrupting the meeting or preventing others from being able to hear the proceedings.

Contact Us If you have any questions or special requests regarding Town Council meetings, please contact the Town Clerk, Olga Grishin, (704) 263-4779 or ogrishin@townofstanley.org.