

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 23-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, ADOPTING
GENERAL GUIDELINES FOR PUBLIC COMMENT AT OPEN
MEETINGS AND GENERAL GUIDELINES FOR THE CONDUCT OF
PUBLIC HEARINGS**

WHEREAS, the Town of Mead is committed to the principles of good governance; and

WHEREAS, the Mayor introduced a draft policy at the February 10th regular meeting aimed at setting reasonable expectations for public comment at open meetings; and

WHEREAS, the Mayor requested Town Attorney review and input on same; and

WHEREAS, the Board of Trustees desires to adopt the *GENERAL GUIDELINES FOR PUBLIC COMMENT AT OPEN MEETINGS* in the form attached to this Resolution as **Exhibit A** (“Public Comment Guidelines”); and

WHEREAS, the Board of Trustees further desires to adopt the *GENERAL GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS* in the form attached to this Resolution as **Exhibit B** (“Public Hearing Guidelines”).

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Public Comment Guidelines are hereby adopted in the form attached hereto as **Exhibit A**.

Section 2. The Public Hearing Guidelines are hereby adopted in the form attached hereto as **Exhibit B**.

Section 3. The Board reserves the right to amend the Public Comment Guidelines and Public Hearing Guidelines in the future. Amendments to the same, if any, shall be memorialized by resolution of the Board of Trustees.

Section 4. Effective Date. This resolution shall become effective immediately upon adoption.

Section 5. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 6. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 24TH DAY OF FEBRUARY, 2020.

ATTEST:

By: 
Mary E. Strutt, MMC, Town Clerk



TOWN OF MEAD

By: 
Colleen G. Whitlow, Mayor

ATTACHMENTS:

Exhibit A - *GENERAL GUIDELINES FOR PUBLIC COMMENT AT OPEN MEETINGS*
(two pages)

Exhibit B - *GENERAL GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS*
(three pages)



BOARD OF TRUSTEES

GENERAL GUIDELINES FOR PUBLIC COMMENT AT OPEN MEETINGS

Prior to the start of any regular or special meeting, the Mayor, as the chairperson of the meeting, or the Acting chairperson of the meeting, as applicable, may elect to review these general guidelines for public comment at open meetings. At the Mayor's direction, the Town Clerk will make a copy of these guidelines available to all members of the public in attendance at regular or special meetings of the Board.

Participation by members of the public in open meetings of the Board of Trustees is welcomed and encouraged. Adherence to these guidelines is expected.

PUBLIC COMMENT PERIOD GUIDELINES

- ❖ All individuals who wish to speak during a public comment period on the agenda must sign in using a sheet made available by the Town Clerk. The sign-up sheet shall contain columns for each speaker's name and address.
- ❖ Individuals who wish to make general announcements, address a topic whether it is on the agenda or not, or who wish to address specific agenda items for which there is not a separate public hearing scheduled must do so during one of the two available "public comment" sections of the agenda.
- ❖ Individuals who wish to address the Board during a public hearing item, should sign in on the sign-up sheet available for the specific public hearing.
- ❖ Speakers are requested to keep comments short. Each speaker will be given a maximum of three (3) minutes to address Board of Trustees, unless such time limit is waived by the Mayor. Individuals representing a group, recognized by the Mayor, shall be given up to five (5) minutes to speak or such time limit as may be set in advance of the public comment period by the Board of Trustees.
- ❖ Speakers shall be heard in the order in which they signed up to do so (on the sign-up sheet).

- ❖ Speakers should come to the podium to speak. Speakers are requested to speak into the microphone; giving their name and address before addressing the Board of Trustees. All comments shall be addressed to the Board as a whole and not to any individual Board Members
- ❖ Each individual may speak only once at during each public comment period.
- ❖ Respectful rhetoric is required.
- ❖ Written materials that a speaker believes might be appropriate for the Board's consideration should be submitted in advance to the Town Clerk.
- ❖ The Board of Trustees retains the authority to vary these guidelines as may be necessary during the course of any public comment period and retains the authority to deviate from these guidelines as necessary.
- ❖ The Mayor may permit public comment during any agenda item provided that such invitation does not hinder the ability of the Board of Trustees to conduct official Town business in an efficient manner.



BOARD OF TRUSTEES

GENERAL GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS

Prior to the start of any public hearing, the Mayor, as the chairperson of the meeting, or the Acting chairperson of the meeting, shall review these general guidelines for the conduct of public hearings. The Mayor will emphasize that the public hearing is an opportunity for the public to voice positions about a matter that is before the Board of Trustees for action. A public hearing is not a debate and all comments should be directed to the Board of Trustees.

At the Mayor's direction, the Town Clerk will make a copy of these guidelines available to all members of the public in attendance at the public hearing.

PUBLIC HEARING GUIDELINES

- ❖ All individuals who wish to speak must sign in using a sheet made available by the Town Clerk prior to the opening of the public hearing. The sign-up sheet shall contain columns for each speaker's name and address.
- ❖ The Mayor shall formally open the public hearing and request that the appropriate Town staff member(s) generally describe the application(s) that are the subject of the public hearing.
- ❖ At the conclusion of the staff presentation, Board of Trustees may ask questions of staff.
- ❖ The applicant(s) shall then be allowed a period of time to present detailed information about the issue or application. As the applicant bears the burden to establish that his or her application should be approved, there is generally no time limit for the applicant's presentation unless otherwise restricted by the Mayor or Board of Trustees.
- ❖ At the conclusion of the applicant's presentation, Board of Trustees may ask questions of the applicant.

- ❖ When the initial period of Board questioning has ended, the public shall be invited to speak. Speakers shall be heard in the order in which they signed up to do so (on the sign-up sheet).
- ❖ Speakers should come to the podium to speak. Speakers are requested to speak into the microphone; giving their name and address before addressing the issue of the hearing.
- ❖ Speakers are requested to keep comments short. Each speaker will be given a maximum of three (3) minutes to address Board of Trustees, unless such time limit is waived by the Mayor. Individuals representing a group, recognized by the Mayor, shall be given up to five (5) minutes to speak or such time limit as may be set in advance of the hearing by the Board of Trustees.
- ❖ Each individual may speak only once at the hearing.
- ❖ Each speaker should offer information or arguments not presented by prior speakers. Duplication of information or arguments OR discussion of irrelevant information is discouraged. If the Mayor determines that a speaker is making comments that are repetitious of previous presentations or irrelevant to the application(s) under consideration, the Mayor may halt the presentation prior to the expiration of the three (3) minute maximum comment period.
- ❖ When all speakers who register to speak have spoken, the floor will be opened to anyone who has not signed up but who wishes to address the Board.
- ❖ After everyone who wishes to speak has done so, the applicant will be granted a period of time to respond to what has been said by the public. The applicant will use this time to directly address public comments that have been received on the application or issue which is the subject of the hearing or Board questions.
- ❖ Board of Trustees will have opportunities to ask questions after each presentation by the staff and applicant.
- ❖ When all of the above has transpired, the public comment portion of the hearing will be closed so that the Board may deliberate and consider motions for approval, denial, conditional approval, or continuance.
- ❖ The Board of Trustees retains the authority to vary these guidelines as may be necessary during the course of any public hearing and retains the authority to deviate from these guidelines in any specific hearing.

GENERAL RULES OF CONDUCT FOR THE HEARING

- ❖ All comments should be directed to the Mayor and the members of the Board of Trustees and not to the applicant or audience.
- ❖ Be considerate of your fellow speakers. There should be no applause, booing or other audible disruption to the proceedings. Through a show of hands, the Mayor may ask for a show of support for comments made by speakers.
- ❖ Speakers should not be interrupted by comments or applause in the audience.
- ❖ The Board of Trustees will **not** tolerate personal attacks by anyone on **any** of the participants in the proceedings.
- ❖ Anyone who violates the guidelines of the public hearing may be asked to leave by the Mayor or by majority vote of Board of Trustees.

We thank you for your participation in this public hearing. It is only through your active participation that the Board of Trustees fully understands the sentiments of the public on matters that come before the Board.