



**VILLAGE OF PINEHURST
STANDARD PROCEDURE**

SUBJECT:	Public Comment Policy	Effective: April 27, 2021
Department:	Administration	Policy No.: --
Prepared by:	Kelly Chance	Revised:
Approved by:	Village Council	# of Pages: 2

PURPOSE: The purpose of this policy is to:

Create a procedure, in accordance with North Carolina General Statute 160A-81.1, to allow members of the public to address the Village of Pinehurst Council.

POLICY: The Pinehurst Village Council is committed to allowing members of the public an opportunity to offer comments and suggestions to the Village Council for the efficient and effective administration of government. In addition to public hearings, special time is set aside for receiving such comments and suggestions. Like all municipalities in North Carolina, the Village of Pinehurst has limited authority which does not include the power to change state or federal law or to alter local ordinances enacted by neighboring cities. Speakers are encouraged to consider whether the Village has the authority to address the topic of their concerns, or whether it would be more efficient and effective for the speaker to express their concerns at an appropriate state or federal forum where the issue may be lawfully addressed by those with the authority to do so.

All comments and suggestions addressed to the Council during Public Comment Periods, with exceptions granted at the Mayor's or Presiding Officer's discretion, shall be subject to the following procedures:

- Persons who wish to address the Council during this Public Comment Period will register on a sign-up sheet available on a table inside the entrance door to Assembly Hall indicating contact information and topic. A sign-up sheet will be available beginning thirty (30) minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to Village Staff.
- There will be thirty (30) minutes allocated to the Public Comment Period. Each person signed up to speak will have three (3) minutes to make his/her remarks.

- If the thirty (30) minutes allocated to the Public Comment Period have not expired after the individuals who have signed up have spoken, the Mayor, or presiding officer, will ask if any other persons wish to address Council.
- Public comments submitted by email will be circulated in their entirety to Council members and appropriate staff.
- Speakers will be acknowledged by the Mayor, or other presiding officer, in the order in which their names appear on the sign-up sheet. Speakers will address the Council from the lectern at the front of the room and begin their remarks by stating their name, address, and the topic to be addressed.
- Public comment is not intended to require the Council to answer any impromptu questions. Speakers will address all comments to the Council as a whole and not one individual Councilmember, nor to the attending public. Discussions between speakers and members of the audience will not be allowed.
- Speakers will be courteous in their language and presentation. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.
- Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Village Clerk.
- 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, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.

Approved by:

John C. Strickland, Mayor

Date

Resolution # 21- 07
Village Council, Resolution

Date