



## TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees  
FROM: Patrick Davidson, Town Administrator  
DATED: February 25, 2025  
SUBJECT: Resolution Amending Time For Public Comment

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### BACKGROUND

Since the April 2010 edition of the *Town of Elizabeth Board of Trustees Orientation Manual*, it appears that the Board has relied on a three (3) minute comment period for public comments unrelated to agenda items. This comment policy was re-affirmed in the January 2020 *Town of Elizabeth Board of Trustees Manual* and again in the 2022 *Code of Conduct for Elected Officials*.

The Board seeks to expand the public comment period from three (3) minutes allocated to each speaker, to five (5) minutes to be allocated to each speaker.

### ANALYSIS

The proposed language, as prepared by the Town's Attorney, reflects the comments received from the Board of Trustees during the January 28, 2025, meeting.

### STAFF RECOMMENDATION

As this is a housekeeping and policy consideration of the Board, Staff have no recommendations.

### BUDGET CONSIDERATIONS

N/A

### ATTACHMENTS

A Resolution Amending the Town of Elizabeth Board of Trustees Manual and the Town of Elizabeth Code of Conduct for Elected Officials.

## RESOLUTION 25R14

### **A RESOLUTION AMENDING THE TOWN OF ELIZABETH BOARD OF TRUSTEES MANUAL AND THE TOWN OF ELIZABETH CODE OF CONDUCT FOR ELECTED OFFICIALS**

WHEREAS, the Town of Elizabeth's Board of Trustees Manual and the Town of Elizabeth Code of Conduct for Elected Officials currently state as follows:

**Be fair and equitable in allocating public hearing time to individual speakers.**

The Mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three (3) minutes with applicants and appellants, or their designated representatives allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Board requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

WHEREAS, the Board of Trustees seeks to amend and expand the time limits for which an individual speaker may be allocated time to present to the Board of Trustees as follows:

**Public comment not Related to a Public Hearing.**

The Board of Trustees welcomes public comments on matters of public interest related to the Town of Elizabeth. When the Mayor recognizes an individual who has signed up for public comment, a member of the public should stand and state the individual's name and address, or if a member of the public is uncomfortable identifying the individual's home address, the individual may state whether the individual is a resident of the Town of Elizabeth, or a non-resident to the Board. Such comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

The Town of Elizabeth Board of Trustees Manual and the Town of Elizabeth Code of Conduct for Elected Officials are hereby amended and restated to read as follows:

**Public comment not Related to a Public Hearing.**

The Board of Trustees welcomes public comments on matters of public interest related to the Town of Elizabeth. When the Mayor recognizes an individual who has signed up for public comment, a member of the public should stand and state the individual's name and address, or if a member of the public is uncomfortable identifying the individual's home address, the individual may state whether the individual is a resident of the Town of Elizabeth, or a non-resident to the Board. Such comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

PASSED, APPROVED, and ADOPTED this 25th day of February 2025, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
Angela Ternus, Mayor

ATTEST:

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Michelle M. Oeser, Town Clerk