

## **TOWN OF PALMER LAKE PUBLIC COMMENT POLICY**

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding the public comment portion of the Board's meetings. This policy must be adhered to by anyone wishing to address the Board.

The Board of Trustees of the Town of Palmer Lake recognizes the value of public comment on public issues relevant to Town government and acknowledges the importance of allowing members of the public to express themselves on matters of community interest. To permit the fair and orderly expression of such comments, the Board provides a period for public comment at every regular meeting as well as the opportunity during the meeting to comment on specific agenda items.

### **A. Public comment on items that ARE on the agenda.**

1. Any public comment that relates to an item that is on the agenda must be provided during the discussion of that item.
2. Once the Board has acted on an agenda item, it will not entertain further discussion or comment on the item by the public.
3. A speaker who wishes to comment on agenda items may do so virtually if they make arrangements in advance with the Town Clerk.

### **B. For any public comment that relates to items that ARE NOT on the agenda.**

A speaker who wishes to provide public comment on a non-agenda item must do so in person, or by email to the Town 24 hours in advance of the meeting time but cannot do so telephonically or virtually.

### **C. Rules for ALL public comment.**

All public comment, whether it is during the discussion of an agenda item or during the portion of the meeting allowing public comment on non-agenda items, must adhere to the following:

1. A speaker must be recognized by the Mayor before speaking.
2. The speaker should state their name and address for the record.
3. Comments should be addressed solely to the Board, as a whole, and not directed to Town Staff or individual Trustees.
4. Each speaker is limited to no more than 3 minutes.
5. No speaker can "pool" their time with another speaker.
6. Each speaker may only speak once on a topic or agenda item.
7. The Mayor may, in their discretion, limit the total amount of time or the total number of speakers that will be allowed in connection with a particular topic or agenda item.

8. Points made by previous speakers should not be duplicated, but a speaker can indicate they agree with comments of a previous speaker.
9. Only oral comments or written comments of one page or less are permitted. No other visual or auditory presentations are permitted.
10. Civility and respect for others is required.
11. Comments, or other distractions from audience members who have not been recognized by the Mayor to speak are not permitted.
12. The Mayor may require any individual to leave the meeting when that person does not observe reasonable decorum.
13. The Mayor may request the assistance of law enforcement if a person's conduct interferes with the orderly progress of the meeting.
14. The Mayor may call for a recess if the lack of decorum so interferes with the orderly conduct of the meeting.

[Failure to comply with this policy may subject a person to penalties and/or removal from the meeting in accordance with C.R.S. Section 18-9-108 (Disrupting lawful assembly)]