

TOWN OF PALMER LAKE PUBLIC COMMENT POLICY REVISED 03-2025

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding ~~the~~ public comments ~~during portion of~~ the Board ~~of Trustee'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 in writing 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 items 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. and cannot do so telephonically or virtually

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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:

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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, unless the Board extends it.
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 [fails to fully comply with any of these rules or](#) 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.

The following shall be noticed in writing on the Board of Trustee meeting agenda and read at the start of each meeting.

The Board of Trustees values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Board will adhere to the following rules for public comment, whether for an agenda item or during public comment for non-agenda items brought by the public.

A speaker must be recognized by the Mayor to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Board, as a whole. Each speaker is limited to 3 minutes, cannot pool time with another, and each speaker may only speak once per topic. Civility and respect is required. Comments should not be directed to Town staff, individual Trustees or to public members. Comments or disruption from audience members not recognized by the Mayor are prohibited. Points already made should not be duplicated. Only written comments limited to one page will be permitted. Public members are also invited to submit comments by email to be distributed to the Board separately. Note that comments submitted to the Board of Trustees is a public record. Please understand that the Board will listen and consider public comments; however, the Board will not discuss or take action on your comment but may refer it to staff and/or a future meeting for discussion. Thank you for your cooperation.

[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)+~~]