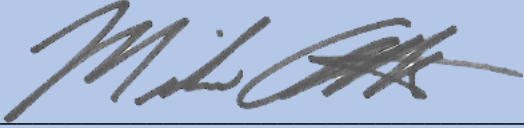




# TOWN OF MOORESVILLE

## BOARD POLICY

<b>Title: Public Hearing</b>	<b>Staff Affected: All</b> <b>References: None</b>
<b>Approved By:</b>  <b>Mayor</b>	<b>Approved: June 20, 2022</b> <b>Effective: June 20, 2022</b> <b>Rescinds: Policy - Time Limits for Speakers at Town Board Meetings</b> <b>Policy Index #: BP-ADM-013</b>
<b>Date Adopted By Town Board of Commissioners: June 20, 2022</b>	

### 1.0 SUPPLEMENTS

This policy is adopted pursuant to authority granted in G.S. §160A-81 and Rule 36 of the Rules of Procedure for the Town of Mooresville Board of Commissioners.

### 2.0 DEFINITIONS

None.

### 3.0 POLICY

The Town Board is required by law to conduct public hearings prior to acting on certain matters. The Town Board also has discretion to schedule a public hearing to gather input from the public, even if a public hearing is not required by law. The purpose of a public hearing is to provide members of the public an opportunity to express their views and comments regarding the subject matter of the public hearing. The following rules are established to maintain order and decorum during a public hearing:

- 3.1 Town staff presentations will be limited to 15 minutes. Additional time will be permitted to answer questions from the Town Board.
- 3.2 Applicant presentations will be limited to 15 minutes. Additional time will be permitted to answer questions from the Town Board. The Applicant will be permitted 5 minutes for rebuttal following the public comment portion of the public hearing. All electronic or PowerPoint presentations require advanced coordination and shall be provided by the Applicant to the Town Clerk by 5:00 pm on Friday before the scheduled public hearing.
- 3.3 Each individual speaker will be limited to 3 minutes during the public comment portion of the public hearing. Each speaker will only be allowed to speak once during the public hearing. The Town Clerk will serve as the timekeeper and the Mayor will announce when the speaker's time has expired.
- 3.4 Prior to the start of the hearing, any person wishing to address the Town Board during the public comment portion of a public hearing shall register on a sign-up sheet stationed by the meeting room door. The sign-up sheet will be collected by 5:45 pm, and the Mayor will recognize speakers in the order that they registered. Once the list has been collected, no names will be added to it.

Beginning September 6, 2022, the Town will transition to an online sign-up process for speakers wishing to address the Town Board during the public comment portion of a public hearing. If a speaker is unable to sign up online, the speaker may contact the Town Clerk's office to sign up to speak during the public hearing. Speakers must be signed up by 4:30 pm the day that the public hearing is scheduled. Speakers will be addressed in the order that they registered.

- 3.5 A person may send written comments to the Town Clerk to be delivered to the Town Board. Written comments will not be read during the public hearing but will be provided to the Town Board in advance of the public hearing. Written comments regarding a public hearing must be submitted to the Town Clerk by 5pm on Friday before the scheduled public hearing.
- 3.6 In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for their group. If a spokesperson is designated, the spokesperson shall identify the group for whom they are speaking, how many of that group are present, and the authority to act as a spokesperson (ex. HOA President, designated speaker). The spokesperson may recognize a group by asking them to raise their hand or stand. Designated spokespersons representing a group of 4 or more people will be allowed to speak for up to 6 minutes.
- 3.7 No time may be yielded or transferred from one speaker to another unless a spokesperson has been designated to speak on behalf of a group of 4 or more people.
- 3.8 The total time for the public comment portion of the public hearing will not exceed 30 minutes, or 10 speakers, whichever occurs first.
- 3.9 Speakers should address comments to the Town Board as a whole and not to individual Board members. Discussions between speakers and members of the audience will not be permitted.
- 3.10 Speakers shall be courteous in their language and presentation to the Town Board. Profanity or other inappropriate language or gestures will not be tolerated. The audience shall be courteous and quiet during the public hearing and should refrain from applause or speaking out from the audience.
- 3.11 The public comment portion of a public hearing provides the opportunity to provide feedback and input to the Town Board regarding the subject matter of the public hearing. Comments should be relevant to the topic being discussed and speakers should avoid repetition. The Town Board nor staff will engage in a dialogue with a speaker during public comment, although questions that have clear answers may be addressed by the Applicant or Town staff following the public comment portion of the hearing.
- 3.12 Speakers that have prepared written remarks are encouraged to leave a copy of their remarks with the Town Clerk. Speakers who have materials that they want distributed to the Town Board during the hearing shall provide at least 10 copies of those documents to the Town Clerk prior to the start of the hearing. The Town Clerk shall distribute the copies to the Town Board, Town Attorney, and Town Manager and retain one copy for the record. All electronic or PowerPoint presentations require advanced coordination and shall be provided to the Town Clerk by 5:00 pm on the Friday before the scheduled public hearing.
- 3.13 The Town Board, in its discretion, may extend the time limits outlined in this policy.
- 3.14 To maintain order and decorum during public hearings, the Mayor or presiding officer may rule any person out of order who fails to comply with this policy. The Mayor or presiding officer should

caution any such person(s) to comply with this policy, and failure to do so shall be grounds for removal of such person(s) from the meeting.

**4.0 ATTACHMENTS**  
None.