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## Procedure for Town Council Meetings Related to Public Comments

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- Town Council meetings are conducted pursuant to Roberts Rules of Order with the Town Attorney serving as the parliamentarian.
- Voting to amend a meeting agenda or to suspend rules of the body shall be by a majority vote of the quorum present for the meeting.
- An agenda for meetings of the Town Council shall be prepared and made available to the public, at no charge, at least forty-eight (48) hours prior to any meeting by posting it on the Town Council's website or on a site, social media or otherwise, where the agenda may be found. Physical copies of the agenda will be available at Town Hall.
- At the beginning of each regular or special-called meeting of the Town Council, before voting on any actionable items excluding the minutes, the Town Council shall reserve a time for 'Public Comments'.
- Citizens of the Town of Centerville shall be permitted to make public comments pursuant to this Procedure as adopted by the Town Council. All public comments shall be germane to the item(s) on the agenda for the meeting.
- Any citizen wishing to make public comments must be present at the meeting.
- The Town Council shall provide a sign-in sheet for citizens (as described below) to indicate a desire to make public comments at the meeting. The sign-in sheet will be made available in the entranceway to the meeting room not less than 15 minutes prior to the meeting start time, and sign-ins must be made prior to the time established for the meeting to start.
- Public comments will be limited to a total of thirty (30) minutes. The chair shall determine the amount of time each citizen will have to deliver public comments based upon the number of citizens who sign up with a maximum amount of time of (3) minutes per speaker.
- The sign-in sheet for public comments shall be delivered to the chair of the meeting at the time established for commencement of the meeting and shall conduct the public comments section of the agenda by calling each citizen (if any) who signed up to the podium for said citizen to provide his or her public comments on agenda item(s).
- No comments from the public will be permitted outside of the public comments section or an applicable public hearing.

- During the public comment period, there will be no discussion by or among the members of the governmental body conducting the meeting in response to the public comments, as the time allotted is specifically and solely for the citizen to provide public comments to the Town Council.
- The Town Council is committed to conducting the business of the Town of Centerville in an orderly, professional manner at all times.

Language to be included in annual notice and publication of the regular meeting schedule:

**An opportunity to provide public comments at all regular and special-called meetings of the Town of Centerville, Town Council will be made available to citizens of the Town of Centerville, Tennessee who attend the meeting and indicate on the sign in sheet provided at the entrance to said meeting said citizen's desire to provide public comments before the commencement of the meeting. The procedures to be followed, and the opportunity to provide public comments, is more particularly set forth in the procedures adopted by the Town Council, a copy of which is available on the website maintained by Town of Centerville, Tennessee.**