

## **Rules of Order Governing Public Comment Periods**

The City Council for the City of Kings Mountain holds regular meetings on the second and fourth Tuesday of each month at 6:00 p.m. in Council Chambers at City Hall. N.C.G.S.160A-81.1 requires that City Council provide one opportunity for public comment per month at a regular meeting of council.

In an effort to promote and maintain a positive environment for public input, avoid unnecessary repetition and maintain order and decorum during the Citizen Recognition period of the meeting, City Council has adopted the following rules of order and time limitations for Citizen Recognition periods and Public Hearings. These rules are not intended to restrict the content of the speakers' message, but to ensure that the times allotted for public input are fair and equitable to all who would like to speak.

### **Citizen Recognition**

1. All citizens are invited and welcome to participate in the public process at the appropriate times during regular Council meetings. A Citizen Recognition period shall be placed on the agenda of each regular meeting.
2. Persons wishing to appear before the Council during the Citizens Recognition period must register their name, address and the subject they wish to address with the City Clerk prior to the 6:00 p.m. start time of the meeting. Signup sheets will be available at beginning at 5:30 p.m. on the day of the meeting. There is no early signup.
3. Comments are limited to three (3) minutes per speaker. Based upon the number of people signed up to speak, Council may elect to adjust the time limitations for all speakers or assign a time limit for the entire Citizen Recognition period.
4. A speaker may not share or relinquish their allotted minutes to another speaker to increase their time to speak.
5. Individuals speaking about the same subject matter are encouraged designate a spokesperson to represent the group.
6. Speakers are encouraged to be courteous and respectful during the portion of the meeting in which the Citizen input is heard, refraining from profanity, inappropriate gestures, insults or personal attacks.
7. During Citizen Recognition, speakers may address City Council on any issue other than items listed in the Public Hearing portion of the Agenda.

8. Speakers who would like to share written remarks or supporting documents should leave such written remarks or supporting documents with the City Clerk for distribution to Councilmembers.
9. During the Citizen Recognition period, Citizens should not expect Councilmembers to respond to their comments during the meeting. If follow up is needed, the Mayor or presiding officer may ask the speaker to provide contact information to the City Clerk so that Staff may assist.
10. Speakers may not make audio visual presentations during their allotted time to speak.

### **Public Hearings**

The law requires that City Council conduct Public Hearings prior to the adoption of certain Ordinances or Resolutions. These hearings are held for the express purpose of receiving public input regarding the specific issue being heard by Council. Most commonly these cases involve rezoning requests, annexations, and text amendments to the Unified Development Ordinance. Public Hearings are conducted during the course of a regular council meeting.

In an effort to promote equitable time and sufficient opportunity for staff, applicants and citizen input during Public Hearings, City Council adopts the following Rules of Order for Public Hearings and public comment during the hearing:

1. The Mayor or presiding officer shall call the Public Hearing to order and recognize staff to give a brief description of the case and present the recommendations of both staff and, if applicable the Planning and Zoning Board.
2. Once Staff has completed their presentation, the Mayor or presiding officer will call for public input. In an effort to allow for a fair allotment of time, each Speaker will have three (3) minutes to speak.
3. Speakers are required to sign up for the specific Public Hearing that they would like to give input prior to the beginning of the meeting at 6:00 p.m. Signup sheets will be available at 5:30 p.m. on the day of the meeting.
4. Speakers may only provide comments that are directly related to the subject matter of the public hearing.
5. If a Public Hearing is well-attended, Council may elect to adjust the time limitations for all speakers signed up to speak at the Public Hearing.

6. To avoid unnecessary repetition, individuals supporting the same position should designate a spokesperson to represent the group.
7. Speakers who would like to share written remarks or supporting documents should leave such written remarks or supporting documents with the City Clerk for distribution to Councilmembers.
8. Unless a Councilmember moves to continue the hearing to a time and date certain, when the time allotted for the hearing has expired, or when it has been established that there is no further public comment on the matter, the Mayor, or presiding officer shall declare the Public Hearing closed.
9. Council discussion and action will be taken on the matter addressed during the Public Hearing immediately after it has been declared closed by the presiding officer.
10. Presentations to be shown as part of the Public Hearing shall be provided to the City Clerk, **via email**, no later than Noon on the date that the Public Hearing is scheduled. Presentations should be provided in the form of a PowerPoint file. The use of unauthorized hardware is prohibited.