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## Procedure for Board of Mayor & Aldermen Meetings Related to Public Comments

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- Board of Mayor & Aldermen meetings are conducted pursuant to Roberts Rules of Order, with the Town Attorney serving as the parliamentarian. In the absence of the Town Attorney, a member of Town Staff shall serve 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 Board of Mayor & Aldermen 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 Board of Mayor & Aldermen'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 Board of Mayor & Aldermen, before voting on any actionable items excluding the minutes, the Board of Mayor & Aldermen shall reserve a time for 'Public Comments'.
- Citizens of the Town of Thompson's Station, and the public at large, shall be permitted to make public comments pursuant to this Procedure as adopted by the Board of Mayor & Aldermen. All public comments shall be germane to the item(s) on the agenda for the meeting.
- Any citizen or member of the public wishing to make public comments shall be present at the meeting.
- Town Staff shall provide a sign-in sheet for citizens and the public (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 shall be affixed no later than five (5) minutes prior to the time established for the meeting to start.
- Public comments will be limited to a total time of thirty (30) minutes. The Chair shall determine the amount of time each citizen or member of the public will have to deliver public comments based upon the number of citizens who sign up, up to a maximum of three (3) minutes per citizen.
- 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) or member of the public (if any) who signed up to the podium for them to provide his or her public

comments on agenda item(s). Public comments will not be limited to those who signed in on the sign-in sheet; however, the individuals who do so will be called up first during public comments.

- No comments from citizens or the public will be permitted outside of the public comments section or any 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 citizens and members of the public to provide public comments to the Board of Mayor & Aldermen.
- The Board of Mayor & Aldermen is committed to conducting the business of the Town of Thompson's Station 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 Thompson's Station Board of Mayor & Aldermen will be made available to the public who attend the meeting and indicate on the sign in sheet provided at the entrance to said meeting said member of the public'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 Board of Mayor & Aldermen, a copy of which is available on the website maintained by Town of Thompson's Station, Tennessee at [www.thompsons-station.com](http://www.thompsons-station.com)**