**PUBLIC COMMENT TO TOWN COUNCIL OR PLANNING COMMISSION**

**SPEAK DIRECTLY INTO THE MICROPHONE**

**PLEASE CLEARLY STATE YOUR NAME AND ADDRESS FOR THE RECORD**

**STATE THE PURPOSE OF YOUR PUBLIC COMMENT**

**PLEASE BE AS BRIEF & TO THE POINT, AS POSSIBLE, WITH YOUR COMMENTS**

**PUBLIC COMMENT RULES & GUIDELINES**

1. **The goal of Public Comments is to provide the Town Council a chance to hear all thoughts and concerns about an issue.** Not to be repetitive statements (if you agree with someone else's comment, just state that you agree).
2. **Respectful Rhetoric is required for everyone speaking & listening**
3. **No one can speak for another**
4. **Written materials submitted by a speaker need to be submitted three (3) days in advance for review**
5. **Do not claim expertise, nor allow expertise claims from Speakers**
6. **It is not a time to ask questions of Council/Commission nor staff**
7. **No complaints nor charges are allowed to be made against Staff**
8. **All comments will be addressed to the Council/Commission as a whole**
9. **This time is not for comment by Staff, Employees, or other Board Members**