

Exhibit A

POLICY REGARDING PUBLIC REQUESTS TO SPEAK OR BE INCLUDED ON THE TOWN'S AGENDA FOR REGULARLY SCHEDULED MEETINGS

The Town of Mint Hill has traditionally allowed members of the public to address the Board of Commissioners at its regularly scheduled meetings in order to allow them the opportunity to address issues, seek assistance or clarification or to bring items of general concern to the Board's attention. Towards this end, the Board allows time on the agenda for "Public Comments" from anyone from the public wishing to address the Board on items other than those for which a public hearing is required by NC General Statutes or Town Ordinances. (This policy does not apply to required public hearings; public comments on those items will be heard during the hearing scheduled for those items.) Those wishing to address the Board under "Public Comments" must sign up (on the list provided in the Assembly Room lobby) prior to the meeting being called to order. Speakers will be heard in the order in which they sign up to speak. Up to one hour will be allocated for "Public Comments." Upon reaching the "Public Comments" section of the agenda, the Chairperson should inform the public of the following:

That anyone from the public wishing to address the Board may do so by stepping to the podium and stating their name and address.

That each person so desiring to address the Board is limited to no longer than two minutes speaking time.

That the person's comments should be nonpersonal in nature and that any questions they may have should be directed to and will be answered by the Chairperson, if he so desires, rather than the individual members of the Board.

In those cases where a member of the public wishes to address the Board on a specific topic which may require longer than the two minute limitation, the following policy will apply; however, this policy does not apply to topics for which a public hearing has been scheduled/held (public comments on those items will be heard during the scheduled hearing):

Requests to have the person's topic included as a regular agenda item must be made to the Town Clerk prior to 12:00 noon on Monday, ten days prior to the regular Thursday meeting.

Included in the request should be a written synopsis and outline of the person's comments along with any backup documentation that the person plans to use during his or her allotted time at the meeting. Any questions that the person plans to ask should be included in this material. This material should be included in the Commissioners' agenda packets.

The person's allocated time to address the Board will be limited to not more than five minutes, unless such time limitation is waived by the majority of the Board. In a situation where more than one person wishes to address the same general topic, the total time allocated to that topic will be limited to not more than ten minutes. The Chairperson will inform the person of the time limitation prior to his or her taking the podium. It should be emphasized to all members of the public present that the Town meeting is not a public hearing.

The person wishing to speak shall complete his or her presentation before asking questions. Any questions should be addressed to the persons presiding over the meeting and not to the Board members. The Chairperson may or may not respond to the questions at his or her option, as may the individual members of the Board. The Chairperson shall inform the person of this policy prior to his or her taking the podium.

Those speaking under public comments or regarding an agenda item other than during a public hearing shall also adhere to the following rules:

- a. Proceed to the podium;
- b. State your name clearly;
- c. Speakers may speak on any topic unless it is a topic for which a public hearing is being held on the same regular meeting agenda;
- d. All comments should be directed to the full Board, not to an individual Board member;
- e. Speakers should avoid repetition;
- f. Groups should designate a spokesperson when possible;
- g. An individual may only speak one time during the “Public Comment” portion of each regular meeting agenda;
- h. Speakers should provide any handout materials to the Town Clerk for distribution to the Board and for the public record.
- i. Speakers should provide their names and contact information to the Town Clerk immediately after they speak.

The Board does not take action on public comment unless all members present unanimously agree to do so, but they may refer the matter to staff for follow up.

The above policy will be enforced during the meetings by the Chairperson. Any person not in order with the policy will forfeit his or her allotted speaking time.