

Public Participation at Board Meetings Policy

Process to be placed on the agenda for the Town of Enterprise Board Meetings

To be placed on the agenda of a regular board meeting, groups or individuals shall submit through certified mail – receipt requested –, hand carry a written request to come before the board to the office of the clerk, or by email – acknowledgement of receipt requested – at least eight (8) working days (holidays not included) prior to the board meeting. Any request not meeting this timeline will be held until the next regular meeting of the board.

To be considered to speak before the board, the request shall contain the following information:

1. Name, address, telephone number, and signature of the person making the request
2. Date of the board meeting
3. Reason (s) for the request
4. Name, address, and telephone number of the spokesperson of the individual or the group, if different from the person making the request. (the spokesperson shall be the only voice of the group)

The Mayor shall acknowledge receipt of a request and issue instructions by return mail, email, or phone to the individual making the request. The written statement of the request submitted by the individual or group wishing to be placed on the board agenda shall be included in each board member's "board packet" -along with any pertinent information- prior to the board meeting.

Should the agenda be too crowded, as determined by the Mayor, the matter will be held for the next regular board meeting. The Mayor, or his or her designee, shall notify the individual or group that the issue is being held for consideration at a subsequent regular board meeting and shall notify the affected party(s) of the time and date of the subsequent board meeting.

Denial or Request to Placed on the Town Board Agenda

The Mayor is authorized to and may deny requests by any individuals or groups to have their issues placed on the town board agenda under the following circumstances:

1. If the individual or group has not followed the chain of command in trying to resolve the issue.
2. If the town governing body and administration is actively working toward resolution of the issue.
3. If the governing body has, at a previous board meeting, already considered and determined the issue
4. If the issue is covered under "privileged information," discussion of which would violate board policies that relate to privacy laws and confidentiality requirements.

Rules of Conduct When Addressing the Board

To promote order and efficiency the following rules shall apply to individuals or groups of people appearing before the board:

1. No person or group shall be recognized without first being placed on the agenda
2. Only the individual designated as spokesperson shall be allowed to speak for a group
3. Any person willfully disturbing the governing board meeting shall be in violation of the law and possibly arrested and fined. (Sec. 25-41-9)
4. The board may make and enforce resolutions, rules and regulations for the conduct of persons attending board meetings.
5. Speakers shall adhere to a 3 minute time limit and shall speak only on the subject(s) stated in the written request.
6. The board reserves the right to take matters under advisement.

Last Review Date: _____

Review History:

Adopted Date: 8-3-2021

Approved/Revised Date: