



# TOWN OF BRIGHTON

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STEPHANIE CHAPMAN – WASHAM,  
MAYOR

CHARITY PARIMORE,  
RECORDER

## Citizen Comments Participation Policy

The Board of Mayor and Aldermen hereby establish the following guidelines for participating in Citizen Comments:

- To speak during Citizen Comments, citizens must appear in person. Participants are required to register on the registration form at the beginning of the meeting. The form must be completed and legible for participation. If the registration is not complete or not legible, the participant will not be called upon to speak.
- If a participant is under 18 years of age, he or she must be accompanied by a parent or legal guardian.
- If a participant brings printed handouts, he or she is required to bring a minimum of six copies to submit to the Town Recorder prior to the beginning of the meeting. Staff will distribute the copies. Electronic presentations, such as Power Point, require advance coordination with the Town Recorder.
- Participants must present relevant comments. The topic or issue should be within the purview of the Board of Mayor and Aldermen or Town Government to address.
- Participants must avoid repetition; if previous speakers have already made a certain point, comments do not need to be repeated. A spokesperson can be designated for a group of participants with aligning dialogue. The spokesperson for a group of four or more persons may speak for up to ten minutes.
- Participant's comments are limited to three minutes. The Mayor will interrupt participants to remind them the time expired and will call the next speaker to the podium. If a participant continues to speak after the allotted time has passed and the Mayor's instruction to stop, he/she will be in violation of the Citizen Comments Participation Policy and is subject to escorted dismissal from the Board Room.
- Individuals may not yield their remaining time to another person.
- Neither the Board of Mayor and Aldermen nor Town staff will engage in dialog, although open questions that have clear answers may be addressed at the end of the period.
- All remarks must be addressed to the Board of Mayor and Aldermen as a whole, not individual Board members or Town staff.
- Participants must speak professionally and respectfully. Any speech or actions that are perceived as disrespectful, unprofessional, hateful, or potentially inciting or dangerous will not be allowed.
- The Citizen Comments portion of the meeting will not exceed 30 minutes or 10 individual speakers whichever comes first.