

PROCEDURES FOR PUBLIC HEARINGS
FOR CITY CONCIL OF THE
CITY OF MORGANTON

The following rules and guidelines shall apply to any testimony or comments presented during any public hearing conducted by the Morganton City Council.

1. **Sign up.** Anyone desiring to speak before Council at a scheduled public hearing may sign up to do so by contacting the Assistant City Clerk before 12:00 Noon on the day of any scheduled Council meeting. If not signed up in advance, a prospective speaker must sign in, on the sheet provided, in Council Chambers prior to the opening of the meeting. Sign up shall include the name and street address of the speaker, and the particular public hearing at which he or she wishes to speak.
2. **Presentation.** Speakers will be called by the Mayor or presiding officer in the order in which they have signed up. Speakers shall address the Council from the lectern near the front of the room (unless physically unable), and begin their remarks by stating their name and address.
3. **Time Allowance.** Speakers during any public hearing shall be limited to three (3) minutes each, unless the City Council votes to extend such time limits for that particular hearing, or unless more time is required due to questions asked of the speaker by the Mayor or Council members.
4. **Multiple Speakers with Same Position.** Where a group of persons supporting or opposing the same position desires to speak, they shall designate either one or two spokespersons to address such position. In such cases, additional time may be allotted to such a representative speaker. Where there are opposing or competing points of view on such position, the presiding officer will allot a like time to the spokesperson for each position.
5. **Visual Aids or Exhibits.** If a speaker desires to present exhibits, or use any video, computer presentation or other visual aid of any kind, arrangements for such must be made in advance with the Assistant City Clerk.
6. **Speaker Etiquette.** All comments shall be addressed to the Council as a whole, and not to individuals. Discussions of any kind between a

speaker and a member of the audience will not be allowed. Use of obscene or vulgar words or gestures will not be allowed.

7. **Council Response.** The Council is not required to respond to any questions or comments made by any speaker, but questions may be asked of any such speaker.
8. **Topic Exclusions.** During a public hearing, speakers shall limit their comments or testimony to the matters or issues being addressed in the public hearing. The presiding officer may stop any speaker who addresses or attempts to discuss any matters beyond the scope of the public hearing then being conducted.
9. **Audience Behavior.** Rowdy, disruptive or threatening behavior by members of the audience during or in response to a speaker's comments during a public hearing will not be permitted.
10. **Publications.** Copies of this Policy shall be available at the front desk of City Hall, and on the City's website, and shall be posted at the entrance to the City Council chambers before each scheduled meeting.