

Pine Knoll Shores Public Comment & Presentation Policies

Public Comment period during Board of Commissioners Meetings: The policy is three minutes; with public comment periods at both the beginning and end of each board meeting. Persons wishing to speak may do so at the designated time by completing the sign in sheet located on the table at the entrance to the board room. Speakers will be called on in the order in which the names appear on the sign-in form, and each speaker will be given three minutes to make their points. At the end of each public comment period, the Mayor, Commissioners and Town staff may respond briefly to any of the issues raised that can be dealt with in a timely manner, on the spot. Other issues will be taken under advisement and dealt with in an appropriate manner after additional research and consultation. While it is not a requirement, we do request that speakers write down their comments so they can be given to the Town Clerk for the record.

Discussion: Public comment periods are not meant to be open discussion, debating sessions, or “Town Hall” type question and answer sessions. Three minutes should be enough time to get a comment or concern across to the Mayor, Commissioners and Town staff. Anyone wanting or needing more time to relay a concern or to discuss an issue can always pick up the phone, send an email, or correspond with any members of the Board or Town staff using conventional means outside of a Board meeting.

Public Comments during Official Public Hearings: Persons wishing to speak at a public hearing are requested to sign up in advance on the sign-in sheets available by the Clerk’s desk in the Board room. Comments during scheduled public hearings are limited to 3 minutes for any one person or group.

In both cases above, the Mayor or person chairing the meeting has the right to alter these rules of procedure as circumstances warrant. Time allotted to an individual or a group is non-transferable.

Special Requests for More Time: From time to time an issue may come up where there is a special need for a citizen or outside expert to present an issue to the Board in greater detail. An individual wishing to make a presentation can put their request in writing to the Town Manager and Town Clerk at least two weeks prior to the Board meeting, stating clearly the topic to be discussed and the reasons why it is important to the Town. The Town Manager can then consult with the Mayor and Commissioners and grant or deny the request. After consultation, the Town Manager may make a determination that the issue would be best handled first by one of the Commissioners’ committees or by one of the volunteer citizens’ committees with responsibility for the issue (e.g. Planning Board, Strategic Planning Committee). In all cases, the presentation should be presented in full and in the proper format to the Town Clerk 7 days before the scheduled presentation.