



TOWN OF SUMMERFIELD Public Comment Policy

POL-2006-001 Revised 02/14/2012



The Town of Summerfield has always allowed a time for “Speakers from the Floor”; and as many municipalities are doing since the enactment of House Bill 635, we are setting the following guidelines as policy for “Speakers from the Floor”.

Speakers will be asked to adhere to these guidelines to ensure a productive meeting.

These guidelines shall remain in effect until such time that they are altered, modified or rescinded by the Town Council.

Speakers wishing to address the Town Council shall sign the speakers list prior to the meeting including name, address, telephone number and item to be discussed.

- The Council does hereby establish a time period of thirty (30) minutes for an open forum at the beginning of its regular monthly meeting to hear speaker comments. This time limit may be extended if Council deems it prudent to do so.
- The length of each speaker’s time will be limited to five (5) minutes per meeting.
- No one speaker may yield “their minutes” to another.
- If an organization is represented, one person shall be the spokesperson for said organization.
- Comments are to be directed to the Council as a whole. If a speaker wishes to address the Town Attorney, Town Administration or other staff member, permission must be acknowledged by the Mayor or other person in charge of the meeting.
- The open forum is intended to provide the Council an opportunity to hear speakers from the floor. It is not intended to subject the Board to answering impromptu questions or requests for action. An appointment may be made with the Manager for such matters. If impromptu questions or requests for action are presented, Council may take these questions or requests under advisement until the next regular meeting, at which time these questions or requests may be addressed.
- Speakers are expected to be civil in their language and presentation.
- “Speakers from the Floor” will be placed as an agenda item in a slot towards the beginning of the Agenda.
- Speakers must be recognized by the Mayor or Mayor pro tem, with only one person speaking at a time.
- The Town Council reserves the right to ask questions of the speaker for clarification.
- Any speaker who was not heard because of the time limitations will be placed first on the list for the next regularly scheduled monthly meeting.
- In lieu of or in addition to speaking, a speaker may distribute literature or exhibits to Council for their review.
- After a speaker has made their presentation or comments, they shall be seated with no further debate, dialogue or comment.