PUBLIC COMMENT REQUEST FORM

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Mayor and Council of the City of Winchester meetings and Commission meetings to which TCA 8-44-101 et.seq. Section applies, include a period of Open Discussion in which the public has the opportunity to comment on matters that are germane to the items on the agenda for the meeting or any other matter of concern, and persons having opposing viewpoints may be heard, and rules and procedures are established hereby:

1. Public Comment is designed to gain input from the public and not for immediate responses by the Mayor and Council. The intent of this agenda item is to provide the public with a platform to be thoughtfully heard and not a forum for dialogue, discussion, or verbal exchange with the Council. All remarks must be addressed to the Board as a whole, not individual Board members, City staff, or audience members. While the Council cannot assure each speaker of a specific or individualized future response, the Council will consider the public comments and any supporting documents provided by the speaker.
2. Individuals will be required to complete and present to the City Recorder the Public Comment form. The form will be available on the city website and at City Hall. This request must be made at least five (5) business days prior to the meeting.
3. Comments will be limited to 3 minutes per speaker and the Public Comment period will be limited to 15 minutes total. Speakers must clearly state their name, home address, organization they represent, if any, and the subject of the presentation.
4. The conduct of the Public Comment is governed by TCA Section 39-17-306 (Disrupting meeting or procession), which reads “A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.”

**Resolution #905 adopted on November 14, 2023.**