

CITY OF DICKSON PUBLIC ENGAGEMENT POLICY

The Council for the City of Dickson, Tennessee, supports the rights of citizens to present and/or address issues before the elected legislative body during regularly scheduled, public meetings and establishes this policy for public comments.

PUBLIC COMMENT PERIODS

PUBLIC COMMENT ON AGENDA ITEMS

- During the Public Comment on Agenda Items for “*public comment on agenda items*”, speakers may make comments that are germane to the item(s) on the agenda.
- Comments on business that are not included on or in relation to matters on the announced agenda shall not be allowed.
- Public Comment on Agenda Items can be found on the agenda following consideration of the minutes of the previous meeting(s) and prior to the consideration of Old Business and New Business

OPEN PUBLIC COMMENT PERIOD

- During the Open Public Comment Period “*for public comment on any matter that is germane to the jurisdiction of the local governing body, regardless of whether such is an item on the agenda for the meeting*” speakers may make comments that are germane to the item(s) that is germane to the jurisdiction of the local governing body, regardless of whether the item is on the agenda for the meeting.
- Open Public Comment Period can be found on the agenda following Communications From The Mayor and prior to Adjournment.

PUBLIC COMMENT PERIOD GUIDELINES

- Anyone desiring to speak during the Public Comment Periods shall indicate such intention prior to the beginning of the meeting by registering in a manner to be provided by the governing body and reasonably accessible to those attending or by reasonable accommodation for any individual otherwise unable to obtain or complete such registration due to disability, handicap, lack of access or other reason.

- Attendees who have not registered in advance to speak during the Public Comment Periods shall not be allowed to speak.
- Prior to the commencement of the meeting, the Presiding Officer shall announce the closing of the registration for the Public Comment Periods and provide a final opportunity for registration.
- Those registering to speak during the Public Comment Periods shall record their name, residential address and indicate which agenda item(s) on which they desire to comment during the Public Comment On Agenda Items, or on what topic or concern they want to address during the Open Public Comment Period.
- The Presiding Officer may place a reasonable limit on individual speakers' time and/or the overall time allotted during the public comment period based on the number of people registered to speak.
- The Presiding Officer may request that speakers sharing viewpoints or comments designate a spokesperson to express those comments on behalf of the group.
- Speakers shall provide their name and residential address for the record.
- Comments shall be restricted to the agenda item(s) indicated on the registration and shall not include profanity, vulgarity, personal attacks, malicious statements or other comments deemed inappropriate by the Presiding Officer.
- Speakers shall exhibit respect for all other persons and views or the public comment opportunity will be terminated.
- Speakers may not reserve or transfer any of their allotted speaking time and unused time shall be waived and forfeited.
- Speakers shall not be allowed to respond or make additional comments following their allotted time unless permitted by the Presiding Officer
- All comments shall be directed to the Presiding Officer and not to other speakers, council, commission, committee or board members or city staff or agents unless so directed by the Presiding Officer.
- The Presiding Officer shall make every reasonable effort to ensure all or opposing viewpoints are provided an equal opportunity to speak.
- Violations of any of these guidelines may result in the termination of the comment time allotment for the individual speaker.

- The governing body reserves the right to modify these guidelines by motion, second and majority vote.

AGENDA INCLUSION REQUESTS

The City Council can act on items that are included on the meeting agenda.

1. Requests shall be made on the Request for Inclusion on the City Council Agenda form obtained through the Recorder's Office, from the city's website (www.cityofdickson.com) or by reasonable accommodation for any individual otherwise unable to obtain or complete such form due to disability, handicap, lack of access or other reason.
2. Completed Requests for Inclusion on the City Council Agenda must be received by the Recorder's Office electronically or in person no later than noon six (6) days prior to the scheduled meeting.
3. Speakers must identify themselves by name and residential address.
4. Time allotted for comments shall be limited at the Presiding Officer's discretion. Allotted time is not transferable to other speakers.
5. All comments are to be directed to the Presiding Officer, not to councilpersons, city staff or other members of the public.
6. Comments must be restricted to the specific issue listed on the request form and should not address individuals or personalities. Personal attacks or profanity will not be tolerated and shall be cause for termination of the individual's comment period.
7. Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked.
8. Malicious comments will not be allowed. Speakers shall exhibit respect for all other persons and views or the public comment opportunity will be terminated.
9. Comments for or against candidates running for public office shall not be allowed.
10. Groups wishing to express a stance, opinion, position, concern or question should select a representative to speak for the group.
11. All other aforementioned guidelines regarding content of address to the council shall apply.

Requests to be included on a City Council agenda may be obtained from and returned to:

City Recorder

600 East Walnut Street, Dickson, Tennessee 37055
Phone: 615-441-9508 Fax: 615-446-4806

At the Recorder's email address found on the city's website.
Or from the City of Dickson's website: www.cityofdickson.com.

AGENDAS

- Agendas for public meetings of the local government legislative body for the City of Dickson shall be available to the public at least forty-eight (48) hours prior to each meeting in compliance with Public Chapter No. 213.
- Agendas shall be available for free to the public upon request at Dickson City Hall, by electronic transmission upon request and on the city's website and/or any other social media platform(s) or public outreach method(s) utilized by the city.
- Requests for agendas and other documents associated with a meeting of the local legislative body shall be made to the Recorder's Office at 600 East Walnut St., Dickson, TN 37055, by calling (615) 441-9508 or by email at the Recorder's address available on the city's website at www.cityofdickson.com.
- Agendas shall include a reasonable description of all matters to be considered at all public meetings of the local legislative body.

PUBLIC HEARINGS

- Tennessee Code Annotated, the City of Dickson Charter and Dickson Municipal Code require that public hearings be conducted on certain ordinances and other business prior to final passage by the City Council or other governing body.
- The City Council or other governing body also may choose by motion, second and majority vote to conduct a public hearing on matters before the council or governing body.
- The time, date and location of such public hearings shall be announced in advance during a public meeting of the appropriate governing body, committee, commission or board and/or notice of such public hearing shall be provided in the manner(s) prescribed by state statutes, city ordinances and established policies.
- Advance notice or registration to speak during a scheduled public hearing is not required.
- The Presiding Officer may place a reasonable limit on individual speakers' time allotted during a public hearing based on the number of people indicating a desire to speak.
- The Presiding Officer may request that speakers sharing viewpoints or comments designate a spokesperson to express those comments on behalf of the group.

- Speakers shall provide their name and residential address for the record.
- Comments shall be restricted to the subject of the public hearing and shall not include profanity, vulgarity, personal attacks, malicious statements or other comments deemed inappropriate by the Presiding Officer.
- Speakers shall exhibit respect for all other persons and views or the public comment opportunity will be terminated.
- Speakers may not reserve or transfer any of their allotted speaking time and unused time shall be waived and forfeited.
- Speakers shall not be allowed to respond or make additional comments following their allotted time unless permitted by the Presiding Officer.
- All comments/questions shall be directed to the Presiding Officer and not other speakers, council, commission, committee or board members or city staff or agents unless so directed by the Presiding Officer.
- The Presiding Officer shall make every reasonable effort to ensure all or opposing viewpoints are provided an equal opportunity to speak in a public hearing.
- Violations of any of these guidelines may result in the termination of the comment time allotment for the individual speaker. The governing body reserves the right to modify these guidelines by motion, second and majority vote.

POLICY FOR CITIZEN REQUESTS

- The City of Dickson also has a Policy for Citizen Requests for items such as signs, speed humps/bumps, streetlights and others adopted June 1, 2020.

That policy and the accompanying forms are available from the Recorder's Office at Dickson City Hall, 600 East Walnut St., Dickson, TN 37055, by calling the Recorder's Office at (615) 441-9508, by emailing the Recorder's Office.

- Residents may contact the Mayor's Office or individual City Council representatives to address issues.
- Contact phone numbers, addresses and email addresses for the Mayor and each City Council member can be found on the City of Dickson's website at www.cityofdickson.com.

CONTACT COUNCIL MEMBERS

- Residents may contact the Mayor's Office or individual City Council representatives to address issues.
- Contact phone numbers, addresses and email addresses for the Mayor and each City Council member can be found on the City of Dickson's website at www.cityofdickson.com.