

## **COMMUNITY ACCESS PROGRAMMING COMMITTEE PUBLIC ENGAGEMENT POLICY**

Public Chapter No. 300 passed by the 113<sup>th</sup> Tennessee General Assembly and signed by Gov Bill Lee on April 28, 2023, requires every “governing body” to “reserve a period for public comment to provide the public with the opportunity to comment on matters that are germane to items on the agenda” for all regular public meetings.

Through Ordinance #1535 adopted by the Dickson City Council on June 26, 2023, the City of Dickson added a “Public Comment Period” to the Order of Business prescribed in Title 1 General Administration, Chapter 1 City Council, Section 1-102 Order of Business as set forth in the Dickson Municipal Code and establishes such policy to be adopted by all committees, boards and commissions authorized to make decisions or recommendations by the Dickson City Council.

Public Chapter No. 300 also authorizes the governing body to put “reasonable restrictions on the period for public comment” and establish the procedure by which the public may make comments during a public meeting.

The following Public Engagement Policy is adopted by the Dickson Community Access Programming Committee on July 20, 2023, to go into effect immediately

### **AGENDAS**

Agendas for public meetings of the Community Access Programming Committee 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 Community Access Programming Committee 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](http://www.cityofdickson.com). Agendas shall include a reasonable description of all matters to be considered at all public meetings of the local legislative body.

### **CONTACT THE COMMUNITY ACCESS PROGRAMMING COMMITTEE**

Residents may contact the Community Access Programming Committee through the Recorder’s Office of the City of Dickson at Dickson City Hall, 600 East Walnut St., by calling (615) 441-9508 or by email at the address for the Recorder available on the City of Dickson’s website at [www.cityofdickson.com](http://www.cityofdickson.com).

### **PUBLIC COMMENT PERIODS**

Ordinance #1535 establishes that a Public Comment Period shall be included on the agenda for all regular public meetings of the local government legislative body and all committees following consideration of the minutes of the previous meeting(s) and prior to the consideration of Old Business and New Business. During the Public Comment Period, speakers may make comments that are germane to the item(s) on the agenda. Comments on business that is not included on or in relation to matters on the announced agenda shall not be allowed. Anyone

desiring to speak during the Public Comment Period shall indicate such intention prior to the beginning of the meeting by registering in a manner to be provided by the committee 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 Period 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 Period and provide a final opportunity for registration. Those registering to speak during the Public Comment Period shall record their name, residential address and indicate which agenda item(s) on which they desire to comment. 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 committee reserves the right to modify these guidelines by motion, second and majority vote.

### **AGENDA INCLUSION REQUESTS**

The Community Access Programming Committee for the City of Dickson, Tennessee, supports the rights of citizens to present and/or address issues before the committee during regularly scheduled, public meetings and establishes this policy for items that are not scheduled to be on the agenda. For comments germane to items on the announced agenda, see the above Public Comment Period Policy.

1. Requests shall be made by notifying the Recorder's Office for the City of Dickson at 600 East Walnut St. or by calling (615) 441-9508 or by email at the Recorder's address available from the city's website ([www.cityofdickson.com](http://www.cityofdickson.com)) or by reasonable accommodation for any individual otherwise unable to complete such request due to disability, handicap, lack of access or other reason.
2. Completed Requests for Inclusion on the Community Access Programming Committee 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 committee members, staff or other members of the public.
6. Comments must be restricted to the specific issue listed in the request 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 committee shall apply.

**Requests to be included on a Community Access Programming Committee agenda may be submitted 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.

**The Community Access Programming Committee meets in the Mayor's Conference Room at Dickson City Hall, 600 East Walnut St., at 7:00 pm on the third Thursday of each month unless otherwise scheduled and announced by the Chairman.**

# Community Access Programming Committee

## Public Comment Registration

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

Print Name: \_\_\_\_\_ I Wish to Comment  
Address: \_\_\_\_\_ On Agenda Item(s):  
City/State/Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment  
Address: \_\_\_\_\_ On Agenda Item(s):  
City/State/Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment  
Address: \_\_\_\_\_ On Agenda Item(s):  
City/State/Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment  
Address: \_\_\_\_\_ On Agenda Item(s):  
City/State/Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment  
Address: \_\_\_\_\_ On Agenda Item(s):  
City/State/Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_  
*By signing I pledge to abide by all guidelines for the public comment period.*

# CITY OF DICKSON

## REQUEST FOR INCLUSION ON THE CAPC AGENDA

To request to be included on the agenda for a City of Dickson Community Access Programming Committee, please state the nature of the request:

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Date of Committee meeting requested: \_\_\_\_\_

**Individual/Group Representative requesting to appear before the CAPC:**

Name/Group: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

Resident of City of Dickson: Yes \_\_\_\_\_ No \_\_\_\_\_

**I agree to abide by all guidelines of the City of Dickson Public Engagement Policy.**

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**Signature of Individual/Date**

To be included on the Committee meeting agenda, the deadline for requests is the close of business **six (6) days** before the Committee meeting. The Committee meetings are held at 7:00 pm the third Thursday of every month unless otherwise set by the Chairman. Forms may be completed and submitted to the Recorder's Office.

Notification of placement on the Committee agenda will be made before the end of business five (5) days before the scheduled meeting.

**Requests should be mailed or delivered to:**

Recorder Kimberly Givens  
600 East Walnut Street  
Dickson, Tennessee 37055  
Business Hours: 7:30 am-4:30 pm Monday-Friday  
**Or emailed to:** [kgivens@cityofdickson.tn.com](mailto:kgivens@cityofdickson.tn.com)

For more information, call 615-441-9508.