

## **CITY OF DICKSON 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.

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 established in Resolution #2023-12 adopted by the Dickson City Council on June 26, 2023, to go into effect July 1, 2023.

Public Chapter 620 passed by the 114<sup>th</sup> Tennessee General Assembly and signed by Gov. Bill Lee on March 26, 2026, requires “local governing bodies” to reserve a period in each public meeting for public comment to provide the public with the opportunity to comment “on any matter that is germane to the jurisdiction of the local governing body, regardless of whether such matter is an item on the agenda for the meeting.”

Through Ordinance #1582 adopted by the Dickson City Council on May 4, 2026, the City of Dickson amended its Order of Business in Title 1 General Administration, Chapter 1 City Council, Section 1-102 Order of Business to incorporate a period for “Public Comment on Agenda Items” and added an “Open Public Comment Period” to the agendas for all meetings and amended this Public Engagement Policy as such.

### **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](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 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](http://www.cityofdickson.com).

### **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.

### **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 following consideration of the minutes of the previous meeting(s) and prior to the consideration of Old Business and New Business. Other local governing bodies included in Public Chapter No. 300 shall adopt the appropriate policies and procedures to comply. 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 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 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 governing body reserves the right to modify these guidelines by motion, second and majority vote.

### **AGENDA INCLUSION REQUESTS**

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 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 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](http://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](http://www.cityofdickson.com).

**POLICY FOR CITIZEN REQUESTS**

The City of Dickson also has a Policy for Citizen Requests for items such as signs, speed humps/bumps, street lights 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 at the address found on the city's website and on the city's website at [www.cityofdickson.com](http://www.cityofdickson.com).

Resolution #2023-12 adopted June 26, 2023

# Dickson City Council

## Public Comment Registration

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

Print Name: \_\_\_\_\_ I Wish to Comment on Item(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City of Dickson Resident:  
Signature: \_\_\_\_\_ Yes \_\_\_\_\_ No  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment on Item(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City of Dickson Resident:  
Signature: \_\_\_\_\_ Yes \_\_\_\_\_ No  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment on Item(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City of Dickson Resident:  
Signature: \_\_\_\_\_ Yes \_\_\_\_\_ No  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment on Item(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City of Dickson Resident:  
Signature: \_\_\_\_\_ Yes \_\_\_\_\_ No  
*By signing I pledge to abide by all guidelines for the public comment period.*

Print Name: \_\_\_\_\_ I Wish to Comment on Item(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City of Dickson Resident:  
Signature: \_\_\_\_\_ Yes \_\_\_\_\_ No  
*By signing I pledge to abide by all guidelines for the public comment period.*

# CITY OF DICKSON

## REQUEST FOR INCLUSION ON THE CITY COUNCIL AGENDA

To request to be included on the agenda for a City of Dickson City Council Meeting, please state the nature of the request:

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Date of Council meeting requested: \_\_\_\_\_

### Individual/Group Representative requesting to appear before City Council:

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 Council meeting agenda, the deadline for requests is the close of business **six (6) days** before the Council meeting. The Council meetings are held at 7:00 pm the first Monday of every month unless otherwise set by the Council. Forms may be completed and submitted online at [www.cityofdickson.com](http://www.cityofdickson.com).

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

### Requests should be mailed or delivered to:

City of Dickson

Attn: Kimberly Givens, City Recorder

600 East Walnut Street

Dickson, Tennessee 37055

Business Hours: 7:30 am-4:30 pm Monday-Friday

**Or emailed to:** [kgivens@cityofdickson.com](mailto:kgivens@cityofdickson.com)

For more information, call 615-441-9508.