

THE HAMILTON COUNTY ELECTION COMMISSION'S PUBLIC COMMENT POLICY

In accordance with Tenn. Code Ann. § 8-44-113, the Election Commissioners adopt the following Public Comment Policy for the Hamilton County Election Commission ("Election Commission").

This Policy is available for inspection and duplication in the office of the Coordinator for the Election Commission and it is posted online at www.elect.hamiltontn.gov. This Policy may be changed by the Election Commission at any time.

PUBLIC COMMENT POLICY

(a) For each public meeting for which there are actionable items on the agenda, the Election Commission will reserve a period for public comment to provide citizens of Hamilton County, Tennessee with the opportunity to comment on matters that are germane to the items on the agenda for the meeting.

(b) The Election Commission will utilize a physical sign-up sheet, which will be made available before the meeting begins, for any person who wants to comment on an agenda topic that day. Before the start of each meeting, each speaker who wishes to comment on an item that is on that day's agenda must complete the sign-up sheet. The sign-up sheet will require each person who wishes to comment during the meeting to provide the following information: the speaker's name, address, the group or organization that the speaker is representing, if any, the topic on the agenda that the speaker wishes to address, and whether the speaker is for or against the agenda item, if applicable. An example of the form sign-up sheet is attached.

(c) Each speaker will have up to **two minutes** within which to comment on a specified agenda item. If a group or organization is present to speak on an agenda item, they may elect only one individual to speak on behalf of the organization concerning each agenda item. The total number of speakers that will be permitted to comment during the period shall not exceed four speakers per agenda item – two in favor and two in opposition.

(d) Each notice of public meeting will reference this Policy and will indicate that any individual interested in providing comment shall sign-in before the start of the meeting.

(e) The Chairman may allow additional time for comments or permit additional speakers, if time permits or as otherwise may be required, in the Chairman's sole discretion.

Compliance with Applicable Laws and Regulations. This Policy shall be interpreted and applied so that the Election Commission acts in compliance with all applicable laws and regulations.

**HAMILTON COUNTY ELECTION COMMISSION
SPEAKER SIGN-UP SHEET**

In accordance with Tenn. Code Ann. § 8-44-113, the Hamilton County Election Commission will provide citizens of Hamilton County, Tennessee with the opportunity to comment on matters that are germane to the items on the agenda for the meeting.

If a group or organization is present to comment on an agenda item, it may elect only one individual to speak on behalf of the organization concerning an agenda item. Each speaker will be permitted up to **two minutes** to comment during the meeting. Each speaker who is interested in commenting must provide their name, address, their group or organization, if any, the agenda item they intend on addressing, and whether they are for or against the agenda item, if applicable. No more than four speakers per agenda item (two in favor and two in opposition) will be permitted to speak during the public comment period, to be determined on a first-come, first-served basis.

Meeting: _____ (date)

Agenda items:

- 1.

Public Comment Sign-Up Sheet

Name	Address	Group or organization speaking on behalf of	In response to agenda item ...	For / Against