



City of Kannapolis

Public Hearing and Public Comments Policy

A. Overview.

North Carolina General Statutes § 160A-81 and § 160A-81.1 allow City Council to adopt reasonable rules which govern the conduct of public hearings and public comment periods (including Speakers from the Floor), including rules to maintain order and decorum. The Kannapolis City Council encourages all citizens to participate in the public process and values their input, ideas, and suggestions. The Kannapolis City Council is resolved to be fair and equitable to all citizens and to maintain order and decorum during the conduct of public meetings. For these reasons, the Kannapolis City Council establishes this policy to maintain order and respectability during the public comment period and during public hearings. These rules are not intended to limit the content of any speaker's message, but to ensure that the meeting is conducted in a civil, productive, effective, and orderly manner. This policy does not place limitations as to who may or may not address City Council.

B. Public Hearings.

From time-to-time City Council will hold public hearings, either as required by law or on its own initiative. They may be held at any scheduled City Council meeting. All comments to City Council during public hearings shall be subject to the standards described in Section D below.

C. Public Comment Period. (Including Speakers from the Floor)

The public comment period shall be reserved as an agenda item on City Council's regular meetings, which are currently held on the 2nd and 4th Monday of each month. All comments to City Council during the public comment period shall be subject to the standards described in Section D below.

D. Standards.

1. Speakers are encouraged to be courteous and respectful of one another and of City Council and City Staff. Speakers are asked to refrain from personal attacks, accusations, or threats directed toward the Mayor, any member of City Council, City Staff, and/or members of the public; vulgar or profane language or gestures will not be tolerated.
2. Individuals wishing to address the City Council must fill out a speaker's card stationed by the meeting room door. On the speaker card, the individual planning to speak is asked to identify the topic the individual desires to speak about and, if it is a public hearing, whether they are for or against the action being contemplated by or requested of the City. The City Clerk will collect the cards. The presiding officer of the City Council meeting (Mayor or Mayor Pro Tem in the absence of Mayor) may recognize speakers in the order that the speakers' cards are received or change the order of presenters at his/her discretion to promote efficiency and order. The presiding officer

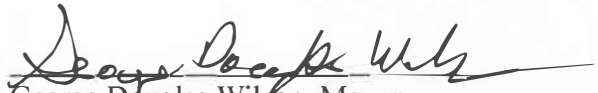
may also delegate the responsibility of ordering and calling speakers to the designated podium to the City Clerk or his/her designee. Speakers will address City Council from the designated podium and will be asked to provide their name and city and county of residence for the record. At the beginning of the meeting, the presiding officer will remind attendees desiring to speak at a public hearing or during the public comment period to complete a speaker's card.

3. Unless otherwise provided by this policy, a speaker card must be completed and provided to the City Clerk prior to the start of a public hearing or public comment period.
 - i. Speakers will not be allowed to sign up to speak after the start of the public comment period.
 - ii. Prior to the end of a public hearing, the presiding officer will ask whether there are any other individuals wishing to address City Council on the topic of the public hearing.
4. To be recognized, the speaker's card must include the signature of the speaker acknowledging that a copy of this policy has been provided to the speaker either at the date and time of the meeting or on a previous date.
5. Each speaker shall be limited to a maximum time of four (4) minutes. A timer for public speakers will be coordinated by City Staff person which will indicate time remaining and announce when the speaker's time has expired. Speakers will be allowed to speak once during the public comment period.
6. A speaker may not share, relinquish, yield or transfer any remaining time they have not used to another speaker. There will be no speaker substitutions allowed.
7. To avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
8. Speakers shall address City Council only on issues that are related to the jurisdiction of the City Council. More specifically, speakers participating in a public hearing shall only address City Council on the issues pertaining to that particular public hearing topic.
9. Speakers must address the Mayor and City Council and refrain from addressing attendees in the audience.
10. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Council.
11. Signs no larger than two square feet are permitted to be used by the speaker provided they do not block the view of attendees seated in the audience, City Staff, or members of City Council. Signs shall not be shaken, waved or moved vigorously to disrupt the meeting.
12. Speakers may provide documents or other printed comments or materials to City Council, provided there are 10 copies given to the City Clerk prior to the start of the

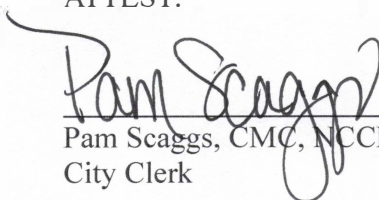
meeting. The City Clerk shall distribute the copies to City Council, Attorney, and City Manager and retain one copy for the record. Written comments or letters, to include persons not present, will not be read aloud without prior approval from the Mayor. The Mayor has the discretion to deviate from this general rule should he or she deem it necessary.

13. Public hearings and the public comment period are not intended to require City Council to answer impromptu questions or to participate in a discussion or debate with Speakers. City Council will not typically act on an item presented during the public comment period. When the Council deems appropriate, the Mayor may request the City Manager or his/her designee to follow up with the Speaker and/or to provide additional information to City Council later.
14. To provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare "out-of-order" any person who fails to comply with this policy. The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting. Disruption from the audience relating to the support or non- support of a speaker's comments will not be permitted.
15. The Mayor has the authority to enforce this policy. Failure to obey these standards may result in a forfeiture of any remaining speaking time.
16. Individuals who engage in egregious or repeated violations may be asked to leave the meeting. The Mayor may remove any person from a meeting if the person is interrupting or disrupting the meeting. A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting he or she may be charged with a Class 2 misdemeanor under N.C.G.S. 143-318.17.
17. The City's Chief of Police or his/her designee shall serve as the Sergeant at-Arms for all City Council Meetings and when directed by the Mayor, the Sergeant-at-Arms will have the responsibility of removing a public participant whom the presiding officer determines to be disturbing or interrupting a City Council Meeting.
18. Speakers in need of interpreters or other special accommodations must contact the Human Resource office at least one week in advance of the meeting. Reasonable accommodations will be provided free of charge.

This Policy is amended this 24th day of August, 2026.


George Douglas Wilson, Mayor

ATTEST:


Pam Scaggs, CMC, NCCMC
City Clerk