**City of Taylor**

**Public Comment Policy**

Policy Approval Date: August 11, 2025

The City of Taylor welcomes and values public input during its meetings. This policy outlines the procedures for public comment to ensure that individuals have a fair opportunity to be heard while maintaining an orderly and efficient meeting environment.

1. A public comment agenda item will be the first non-procedural agenda item at all regular meetings of the City of Taylor.
2. To provide public comments, each individual must submit a speaker card prior to the meeting being called to order that includes:
	1. the individual’s name,
	2. the individual’s address,
	3. the agenda item from the current meeting agenda or the previous meeting agenda that the individual is addressing.
3. Each individual will be allotted five minutes to make comments. The individual will be notified when the five minutes have expired.
4. All comments must:
	1. Address the agenda item identified on the speaker card.
	2. Be pertinent to the City of Taylor.
	3. Be directed to the board as a whole.
5. Comments may not:
	1. Be defamatory, abusive, harassing, or unlawful.
	2. Include information that is exempt or confidential under North Dakota open records law.
	3. Interfere with the orderly conduct of the meeting.
6. Individuals may not yield their allotted time to another individual.
7. Individuals unable or unwilling to speak in person may submit written comments to the City of Taylor prior to the meeting. If received twenty-four hours before the meeting, the comments will be distributed to the board members before the meeting. Any written comments submitted must identify the agenda item from the current meeting agenda or the previous meeting agenda that is being addressed and include the individual’s name and address.

**Speaker Card**

**Name (First and Last):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda Item:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda Item:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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