

TOWN OF NEW CASTLE, COLORADO  
RESOLUTION NO. TC 2019-3

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE,  
COLORADO ADOPTING A POLICY FOR CITIZEN COMMENTS AT PUBLIC MEETINGS

WHEREAS, it is the general practice of the New Castle Town Council to include an agenda item at regular Town Council meetings allowing citizens to address the Council on topics not related to specific items on the agenda; and

WHEREAS, the Town Council recognizes and encourages the right of its citizens and members of the public to address the Town Council pursuant to the First Amendment to the Constitution of the United States of America; and

WHEREAS, a Town Council meeting is a limited public forum in which the Town Council has authority to impose reasonable, content-neutral regulations regarding the time, place, and manner of public speech; and

WHEREAS, the Town Council also accepts citizen comments at public hearings and other situations where comments may be invited for specific agenda items; and

WHEREAS, the Town Council has the authority to place reasonable restrictions on citizen comments and citizen presentations in order to provide for the efficient management of public meetings and to allow sufficient time and attention to address specific agenda items and to conduct the business of the Town of New Castle; and

WHEREAS, as a Colorado home rule municipality, the Town of New Castle has the authority to enact its own rules regarding meetings of its governing body; and

WHEREAS, the Town Council desires to adopt a uniform policy to regulate citizen comments at its own meetings and at other public meetings conducted by the Planning Commission or other boards or commissions of the Town of New Castle.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein as findings and determinations of the Town Council.

Section 2. The Town Council adopts the following policy, which shall be posted or made available to members of the public at any meeting where members of the public may be permitted to address the Council, the Planning Commission, or other public body of the Town of New Castle.

**TOWN OF NEW CASTLE**  
**POLICY REGARDING CITIZEN COMMENTS**  
**AT CITY COUNCIL MEETINGS AND PLANNING COMMISSION MEETINGS**

1. PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA

Citizen comments regarding any matter not on the agenda will be allowed during the designated time on the agenda and may be disallowed at other times during the meeting.

Those wishing to address the Town Council must print their names on the sign-in sheet and will be allowed a three-minute presentation per speaker. Citizens who have signed-in may delegate their time to another speaker to comment on their behalf.

The Mayor or presiding officer may limit the total time for citizen comments based on the length of an agenda. In such case, comments will be received on a first-come, first-served basis during the available time.

Large posters or signs, sound effects, audio/visual presentation equipment, or other disruptive or distracting materials may be prohibited. Handouts are encouraged to be in 8.5 x 11 format.

If a topic that you wish to address has been scheduled as an agenda item for a formal Town Council meeting, we would ask that you reserve your remarks for that specific date and time.

Any request for Council action that is not on the agenda will be added to a future Council meeting agenda and addressed at that time.

2. PUBLIC COMMENTS GENERALLY, INCLUDING MATTERS ON THE AGENDA

Please state your name and address for the record.

Comments may be statements or questions, and Council may or may not respond to the same.

Comments should be directed to the Town Council and not to individual members of the public.

Presenters are urged to: (1) state your concern/issue; (2) list possible solutions; and, (3) if you have a hand-out, provide all copies for all members of the Council, Town Administrator and the Town Clerk.

Respect the need for civility for effective public discussion of issues.

Focus your comments on relevant facts and your point of view.

Defamatory or abusive remarks, shouting, threats of violence or profanity are OUT OF ORDER and will not be tolerated.

Citizens wishing to address the Council should dress appropriately. No shirt, no shoes, no service.

The Mayor or presiding officer has authority to apply the "three minute" rule stated above at public hearings if a large number of speakers wish to present comments.

Persons violating these policies may be asked to terminate their comments. In the event of repeated violations or refusal to abide by these policies or directives, the Mayor or presiding officer has authority to direct a peace officer to remove the individual from the Council Chambers.

INTRODUCED, PASSED, AND ADOPTED at a regular meeting of the Town Council of the Town of New Castle, Colorado, on February 19, 2019.

TOWN OF NEW CASTLE:

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Mayor Art Riddile

ATTEST:

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Town Clerk Melody Harrison, CMC