



GUIDELINES FOR ADDRESSING THE KEARNY TOWN COUNCIL

The Kearny Mayor and Council welcomes public comments on town issues. Order must be maintained and compliance with State Laws apply. State Law allows the Mayor to implement time constraints for public comments/discussions, and permits the Mayor to impose restrictions, such as prohibiting repetitive comments and disruptive behavior, when circumstances warrant.

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS

- Call to the Public is **limited** to issues which are on the Agenda and/or issues which the town can lawfully act upon at a future meeting. Discussion is not permitted on issues the Town Council cannot act on in the future.
- Remarks are limited to **three minutes or less** and should consist of general statements about the town or the Town Council as a whole, and not personal attacks or direct arguments. **(If the issue you present is not listed on the agenda, State Law prohibits the Town Council from discussing or responding to the issue at this meeting).**
- Before you start to speak, state your name and if you are representing any organization or association.
- Any Speakers on behalf of an organization, corporation/association, or any group, shall be made by a single representative.
- At the conclusion of Call to the Public, individual members of the Town Council may respond to criticism made by those who have addressed the Council; ask staff to review the matter; or request the matter be placed on a future meeting agenda.

PUBLIC DISCUSSION FOR AGENDA ITEMS

- If you wish to comment on an agenda item, please make your remarks at the time that issue is being considered. Note the Agenda Item # on the Speaker Request Form.
- Except for public hearings, public comment is allowed on items on the agenda **as permitted by the Mayor**. All comments are addressed to the Town Council as a whole and not to an individual Council Member and must be limited to **three minutes or less**. No person, other than the individual speaking, shall enter into the discussion without the Mayor's permission.
- Before you start to speak, state your name and if you are representing any organization or association.
- Any Speakers on behalf of an organization, corporation/association, or any group, shall be made by a single representative.



SPEAKER REQUEST FORM

To address the Town Council, please ***complete the information below and submit this form to the Town Clerk.*** Information on this card is used to correctly spell your name in the official record and allow staff to contact you regarding your questions or concerns. One topic per speaker form.

Date: _____

Check the corresponding box below:

☐ CALL TO THE PUBLIC ☐ AGENDA ITEM # _____

Are you a Kearny resident? ☐ Yes ☐ No

NAME / ADDRESS / PHONE / EMAIL

COMMENTS

When the Mayor calls your name, please come to the podium and state your name for the record.