

Board Policy for Citizen Comments and Public Appearances at Board meetings:

In accordance with the ability and authority of the Board of Aldermen of the Town of Ackerman, Mississippi to adopt procedures and policies to more effectively and efficiently manage its operations and meetings, the Board of Aldermen find that it is in the best interest of the Town to adopt a policy regarding the management of its meetings, specifically as it relates to Citizen Comments and Public Appearances.

The purpose of this policy is to reduce redundancy and enhance the quality of the presentations and comments authorized under the headings of “Citizen Comments” and “Public Appearances” that will now appear on the official Town agendas.

The policy is outlined below and shall take effect immediately upon passage and shall remain in effect until amended or rescinded by the Board of Aldermen:

Citizen Comments - addressing the Board

1. The Mayor or presiding officer of the Board of Aldermen shall provide opportunity during board meetings for citizens to address the Board of Aldermen. A “Citizen Comments” section shall be added to the Agenda for each regularly scheduled board meeting.
2. Citizens shall be allowed up three (3) minutes each to address the Mayor and the Board, with a maximum time allotted for Citizen Comments of fifteen (15) minutes.
3. Prior to the calling of the meeting to order by the Mayor or presiding officer, any citizen wishing to address the board shall sign up by listing their name, address, and phone number on a sign-up sheet maintained by the City Clerk or his/her assistant. Once five (5) citizens have signed up to address the Board, the Citizen Comments shall be closed for that meeting.

Public Appearances – addressing the Board

Any person wishing to address the Board of Aldermen beyond Citizen Comments outlined above, shall adhere to the following:

1. The Mayor or presiding officer of the Board of Aldermen shall provide opportunity during board meetings for Public Appearances to the Board of Aldermen. A “Public Appearances” section shall be added to the Agenda for each regularly scheduled board meeting;

2. Persons desiring to make a public appearance shall provide the request to make a public appearance to the office of the City Clerk no later than the Wednesday at noon prior to the upcoming Board meeting;
3. The request should provide the subject matter, the purpose, and who is making the presentation and contact information pursuant to the public appearance request (see the “Request for Public Appearance” form attached hereto);
4. Each request shall be accompanied by eight (8) copies of any necessary supporting documentation (this documentation will be included in the packets provided to the Board members, Mayor, and City Attorney);
5. No presentation should exceed ten (10) minutes and should include no more than three (3) presenters;
6. Any presentation that requires special equipment to support the presentation must be provide by the presenting party. If the presenter wishes to display any documents or images on the Town’s video equipment in the Board room, he or she must provide such documents or images to the City Clerk’s office via email or shared URL link no later than Monday at noon prior to the upcoming Board meeting.
7. Solicitation for the provision or sales of goods or services shall not be allowed in a Public Appearance unless specifically request by the Mayor and Board of Aldermen.
8. There will be no more than two (2) public appearances per meeting, and the order of presentation will be on a first come/first serve basis.

The Board of Aldermen for the Town of Ackerman, finding that the foregoing effect the most efficient operation of the Board meetings while allowing full and fair opportunity for a hearing on relevant issues, hereby adopts this policy effective as of the 9th day of March 2026.