



**Policy ID:** 33-007

**Title:** Public Comment Policy

**Effective Date:** July 13, 2023

**Purpose:** To comply with Tennessee Code Annotated, Title 8, Chapter 44, Part 1, relative to public meetings

**Scope:** A Public Comment Period will be reserved for each public meeting of the Board of Commissioners.

**Responsibility:** The Executive Office and Law Department will ensure compliance.

**Approvals:**

DocuSigned by:  
*Neale Bedrock* 7/10/2023  
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**Neale R. Bedrock, Esq.**      **Date**  
**EVP, General Counsel & CCO**

DocuSigned by:  
*Douglas E. Kreulen, A.A.E.* 7/10/2023  
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**Douglas E. Kreulen, A.A.E.**      **Date**  
**President & CEO**

I. Public Comment Restrictions

- A. Comments must relate to matters that are germane to the items on the agenda for the meeting, which are published at least forty eight (48) hours before the meeting.
- B. A registrant may speak for one (1) time slot every ninety (90) days.
- C. Each time slot allows for two (2) minutes of public comments.
- D. Written materials
  - 1. Written materials such as handouts or other literature may be distributed during the meeting under the following conditions:
    - a. Written materials must contain the speaker’s name, date of meeting, organization name (if applicable), telephone number, home address, agenda item number and description, and signature affixed to the front of the document.
    - b. Written materials must be delivered at check-in.
    - c. Written materials to be distributed must be attached to the sign-up form at the time of submission.
- E. Electronic presentations or presentations requiring equipment or set-up (PowerPoint, Pre-recorded Audio/Video, etc.) are prohibited.

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II. Public Comment Period Sign-up Process

- A. Sign-up must be completed using the Public Comment Request Form. The completed form must be emailed to [MNAAExecutiveOffice@flynashville.com](mailto:MNAAExecutiveOffice@flynashville.com). Sign-up information provided through the form must be true, complete and accurate in all respects.
- B. The completed Public Comment Request Form **must** be received at least thirty six (36) hours prior to the meeting at which you wish to speak.
- C. The first five (5) individuals to submit a completed Public Comment Request Form will be chosen to speak at the meeting.
- D. If your Public Comment Request Form is incomplete, you will be notified via e-mail. You will be required to re-submit any missing information at least twenty four (24) hours prior to the meeting to respond. Failure to submit all required information will automatically forfeit your sign-up and you will need to wait ninety (90) days to re-register.
- E. Once you are listed as a speaker for a given meeting date, you will be notified via e-mail at least eighteen (18) hours before the meeting. If you fail to appear and check-in 30 minutes prior to the meeting, you will forfeit your sign-up and you will need to wait ninety (90) days to re-register.

III. In the notice for each public meeting, the Executive Office shall indicate the manner in which a person may request to provide public comment at the upcoming meeting.

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**References:**

SB0551/HB0448, effective July 1, 2023

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**Records & Related forms:**

**F-32-006:** Public Comment Period Request Form

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**Revision History:**

July 1, 2023: Date of Original Issue  
July 13, 2023: Updated due dates from days to hours

## Public Comment Period Request Form

Reference Policy 33-007, Public Comment Policy

- I. Speaker's name
- II. Date of request
- III. Date of meeting requested
- IV. Organization name (if applicable)
- V. Telephone number
- VI. Email address
- VII. Home address
- VIII. Agenda item number and description
- IX. Have written materials been submitted? Yes  No

This form is true, complete and accurate in all respects.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date