



Policy ID: 33-007

Title: Public Comment Policy


Effective Date: November 27, 2024

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 Legal Department will ensure compliance.

Approvals:

DocuSigned by:

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Carrie Logan
 VP, Deputy Legal Counsel

11/26/2024
 Date

DocuSigned by:

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Douglas E. Kreulen, A.A.E.
 President & CEO

11/26/2024
 Date

- 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 the Friday before the meeting. Public comment periods will not be held for any meeting where there are no actionable items on the agenda.
 - 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

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(PowerPoint, Pre-recorded Audio/Video, etc.) are prohibited.

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. Sign-up information provided through F-33-009, Public Comment Period Request Form, must be true, complete and accurate in all respects.
- B. The completed Public Comment Request Form **must** be received at least forty eight (48) 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 24 hours prior to the meeting. 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 twenty four (24) 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. All public comment speakers must present proof of Tennessee residency at check-in. A list of acceptable items is available below under "Public Comment Acceptable Items for Proof of Tennessee Residency".

III. Public Comment Acceptable Items for Proof of Tennessee Residency

- A. One Current Photo Identification With Tennessee Address:
 - 1. Tennessee Driver's License
 - 2. State of Tennessee Issued I.D.
 - 3. Student or School I.D.
- B. Two Current Documents with Tennessee Address from the Following List:
 - 1. Tennessee voter registration card
 - 2. Internet/Cable service bill
 - 3. Phone service bill
 - 4. Water/Sewer service bill
 - 5. Electricity service bill
 - 6. Natural Gas service bill
 - 7. Lease agreement

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8. Mortgage statement
 9. Bank or credit card statement
 10. Personal mail with name and Tennessee address
 11. Photo I.D. without Tennessee address **plus** one other document from the above list showing Tennessee address
- C. Letter Confirming Unhoused Status:
1. A letter from a Tennessee-based service provider confirming unhoused status
- IV. 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.

References:

SB0551/HB0448, effective July 1, 2023

Records & Related forms:

F-33-009: Public Comment Period Request Form

Revision History:

July 1, 2023: Date of Original Issue

July 13, 2023: Updated due dates from days to hours

Nov 27, 2024: Updated signatures, added proof of Tennessee residency, updated due dates for form and notification submission

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