

## **REMOTE PUBLIC PARTICIPATION POLICY FOR OFFICIAL MEETINGS OF THE TOWN OF APEX**

Following a declaration of state of emergency by the Mayor, the Apex Town Council may restrict members of the public from physically attending meetings of the Apex Town Council (“Council”), Planning Board, Council Committees, and Citizen Advisory Boards. Taking into consideration the recommendations on social distancing from the Centers for Disease Control and Prevention (CDC), the North Carolina Department of Health and Human Services, and the Wake County Human Services, as well as measures taken across the nation and across the state, the Council may restrict or ban public access to Council and other public meetings. As usual, the Council meetings will be live streamed and will be made available on demand. The Council will limit public hearings and quasi-judicial hearings to the greatest extent possible for the duration of the state of emergency.

1. **Public Forum.** Comments may be made using any of the following methods: (1) by sending an email to the following address listed on website ([public.forum@apexnc.org](mailto:public.forum@apexnc.org)) or (2) by leaving a voice message at 919-362-7300. Written comments will be limited to 350 words on the online form or email, and limited to three (3) minutes if made via voice message. Comments must be sent by 12:00 p.m. on the day before the day of each Council meeting holding public forum during the state of emergency. All public comments must otherwise adhere to the rules set forth in Exhibit A.
  
2. **Public Hearings.** Comments may be made using any of the following methods: (1) by sending an email to the following address listed on website ([public.hearing@apexnc.org](mailto:public.hearing@apexnc.org)) or (2) by leaving a voice message at 919-362-7300. Written comments will be limited to 350 words on the online form or email, and limited to three (3) minutes if made via voice message. Comments must be sent by 12:00 p.m. on the day before the day of the scheduled hearing during the state of emergency. All public comments must otherwise adhere to the rules set forth in Exhibit A.

Citizens are still encouraged to contact their elected and appointed representatives directly via email as needed.

## **EXHIBIT A**

### **APEX TOWN COUNCIL**

#### **PUBLIC FORUM AND PUBLIC HEARING REMOTE PARTICIPATION GUIDELINES**

The Town Council hereby establishes the following guidelines for participation in public forum and public hearings:

- Those who wish to comment during public forum or a public hearing must give their name and address. The purpose of this is to make sure we spell your name correctly in the minutes and gives us a way to follow up with you if necessary.
- Present relevant comments. The topic or issue should be within the purview of the Council or town government to address.
- Avoid repetition.
- Individual's comments are limited to three minutes or 350 words if submitted in writing.
- The public comment time for any item, including public forum, may not exceed 36 minutes or 12 individual speakers whichever comes first.
- Speak professionally and respectfully. Any speech or actions that are perceived as disrespectful, unprofessional, hateful, or potentially inciting or dangerous will be stopped.

