Guidelines for Public Comment

The opportunity for members of the public to speak at government meetings is a cornerstone of democracy. In Skagway, the Assembly Agenda includes a section entitled "Hear Citizens Present" during which time anyone has the opportunity to address the Assembly. These guidelines for public comment are designed to help you craft better comments that drive healthy public discourse.

- Assembly Meetings are Municipal business sessions at which members of the public are empowered to have their voice heard during "Hear Citizens Present."
- Assembly Meetings are considered public because they are meetings of the Assembly (local governing body) that are held in public; the public does not run the meeting and the focus is on municipal business, not the public in attendance.
- The purpose of the public comment period is to allow Assembly Members to become informed about the public's views.
- You are allowed to speak only once.
- A time limit for public comment will be announced by the Chair at the start of "Hear Citizens Present."
- An alarm will sound when your time limit to speak expires.
- Comments should be directed to the Mayor and Assembly, not to other members of the public.
- "Hear Citizens Present" is not a question-and-answer session. Questions may be asked, but neither the Mayor nor Assembly Members should respond. Topics the Assembly wishes to consider further may be placed on a future meeting agenda.
- An Assembly Member may wish to address questions asked during "Hear Citizens Present" during "Mayor and Assembly Discussion Items."
- Comments should be relevant to municipal business and should avoid gossip about community members.

If you are uncomfortable speaking at an Assembly Meeting, you are encouraged to submit a letter up to 24 hours before the meeting for inclusion in the public meeting packet. The Mayor and Assembly read all communications.

Please email the Clerk at: s.burnham@skagway.org.

Thank you for your consideration and for your participation.

Sincerely,

Andrew Cremata
Mayor