



Haines Borough  
Assembly Policy

# 11C4

## Public Comments at Assembly Meetings

Applicable to: Public Comments

Effective Date: ~~September 12, 2023~~ **November 14, 2023** (revised)

Haines Borough Code section 2.10.030 provides that all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the assembly shall be delivered to the clerk by the deadlines stipulated in the current assembly-approved agenda preparation schedule.

Per Haines Borough Code Section 2.12.110(B), the public shall have the opportunity to speak on each Resolution introduced prior to the adoption of the Resolution.

The public is encouraged to provide written comments to the assembly prior to 5:00 pm the day before the assembly meeting. When received, the written comments will be emailed to the assembly and posted on the borough website under the meeting date as a supplemental document. No written comments will be processed after 5:00 pm the day before the assembly meeting. After that time, members of the public desiring to comment must do so verbally at the assembly meeting.

Sign up for oral testimony with respect to public hearings is requested prior to the meeting. The Clerk shall provide a register at the meeting for the public to sign up prior to the commencement of the meeting, or individuals may contact the Clerk to be added to the public hearing sign up before the meeting by a request (email is fine to [Clerk@Haines.ak.us](mailto:Clerk@Haines.ak.us)) made by 4:00 pm on the day of the meeting. No member of the public shall be denied the opportunity for oral testimony due to lack of advance sign up. Oral testimony shall be limited to 3 minutes per speaker **except that a speaker may be allowed to speak up to 6 minutes when another member of the public, in attendance at the meeting and in advance, yields their 3 minutes to the speaker seeking extra time.**

Public comment may be made in person (during the appropriate agenda item), on Zoom, or in writing. Public comment agenda items are for any general public comment or comments about legislation being introduced. The public shall be provided an opportunity to speak on each public hearing item (discussed as oral testimony above) or at the time each resolution is considered by the assembly.

Each individual may register one public comment or testify once per subject and public comments shall be limited to 3 minutes, **except that a speaker may be allowed to speak up to 6 minutes when another member of the public, in attendance at the meeting and in advance, yields their 3 minutes to the speaker seeking extra time.**

It is the policy of the Haines Borough to disregard any anonymous comments received, unless such comments are tips regarding health or safety issues. Further, the Haines Borough Clerk reserves the right to redact offensive language.

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Thomas C. Morphet  
Borough Mayor

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Signature Date