

Posted to www.townofcary.org on June 18, 2020.

INSTRUCTIONS FOR PUBLIC SPEAKS OUT

The Cary Town Council will meet in a remote meeting on June 25, 2020 at 6:30 p.m. to protect the health and safety of its citizens. The Town of Cary is under a State of Emergency declared at the state and local levels in response to the COVID-19 pandemic, and Town Hall is closed to the public

The Public Speaks Out agenda item will be on the June 25 agenda. Public Speaks Out is the Town Council's opportunity to hear comments from as many citizens as possible within one hour. Speakers are limited to three minutes each. During Public Speaks Out, the Town Council is focused on hearing from speakers and, therefore, refrains from questioning or responding. If a citizen comments about an issue that appears to be something that can be addressed by staff, Council may ask the Town Manager to have an appropriate staff person follow up

Written comments submitted before noon on the meeting date in the following ways will be provided to Council before the Public Speaks Out item and in a printed copy at the meeting. Please note staff that may summarize received comments for the audience since the Council already has the full text from the citizen. Comments submitted between noon and 6:30 p.m. of June 25, 2020 will be provided to Council in an email on June 26, 2020.

- Website submission: [311 Portal](#), please select the June 25 Remote Meeting drop down option.
- Email: virtualtownhall@townofcary.org
- Mail comments to Town Clerk's Office, Attn: Virginia Johnson, P.O. Box 8005, Cary, NC 27512-8005

If you would like to sign up to speak during the Public Speaks Out agenda item, you may sign up by calling 919-469-4000 before noon on June 25 and letting staff know you would like to call-in for the meeting. Please leave your full name and phone number with staff during the call. Prior to 5 p.m. on June 25, 2020, staff will contact you at the number you provided with instructions on how to participate in Public Speaks Out. You must be able to follow the instructions provided in order to participate. You may also send in your comments in advance as described above in the event you are unable to participate for any reason, such as a change in your schedule or problems with technology. Again, each speaker will have up to three minutes for their comments. There is a one-hour time limit on the Public Speaks Out agenda item.

Thank you for following these Public Speaks Out guidelines:

- Designate a spokesperson for groups; this is the most effective way to relay the points of groups to avoid repetition.
- Direct comments to the full Town Council and not to an individual Town Council member.
- Avoid using offensive language.
- Limit comments to three minutes or less. When your time has expired, the Mayor will politely interrupt you to remind you that your time has expired.
- This is your opportunity to make your comments. The group conducting the hearing will listen and take your comments into consideration; they do not engage in two-way dialog during the hearing.

All comments are subject to public records law and are not confidential. For general information dial 311 anywhere within the town limits (or 919-469-4000 outside Cary).