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*Comptroller*

## **Tennessee Local Development Authority Guidelines Public Comment Policy**

### **I. Background**

Public Chapter 300, Acts of 2023 creates transparency by requiring any governing body, as defined by the Tennessee Open Meetings Act, to reserve a period for public comment on matters that are germane to items on the agenda for each meeting.

### **II. Restrictions for Public Comment at Meetings**

- A. Written notification to request to speak at a meeting must be sent to and received by email to the Assistant Secretary of the Tennessee Local Development Authority, at [SGF@cot.tn.gov](mailto:SGF@cot.tn.gov) two business days in advance of the meeting. The email should include the proposed speaker's name, the agenda item(s) upon which the speaker wishes to comment, and whether the speaker's comments will be in favor of or opposed to the agenda item(s). Speakers will be selected on a first-come first-served basis.
- B. The public comment period will be held at the beginning of the meeting once the meeting is called to order and a quorum has been established.
- C. Speakers will be limited to two minutes per person per agenda item, with a maximum of two speakers in favor of and two speakers opposed to each agenda item.
- D. Speakers must identify themselves at the beginning of their allotted time and stay on topic of the agenda item(s) that they have indicated their desire to speak on when addressing the board.
- E. Speakers should conduct themselves in a respectful manner and will be asked to remove themselves if they engage in threatening or obscene behavior.
- F. The Board, in its discretion, may ask relevant questions of any speakers providing public comment. Such question period will not include the speaker's allotted time frame.
- G. The Chairman may extend the allotted time frame or the number of speakers for a particular agenda item if the Chairman determines that the circumstances reasonably require it. If the Chairman extends the allotted time frame or the number of speakers, the Chairman shall ensure that an equal extension is granted to both those in favor of and opposed to any agenda item subject to an extension.

*Approved by the Tennessee Local Development Authority at its meeting on June 27, 2023.  
Amended by the Tennessee Local Development Authority at its meeting on March 23, 2026.*