

## BEFORE THE PUBLIC RECORDS COMMISSION

### RESOLUTION

WHEREAS, Tennessee Code Annotated, Title 8, Chapter 44, Part 1 was amended by 2023 Public Chapter 300 and requires governing bodies to reserve a period for public comment at public meetings with actionable items on the agenda to provide the public with the opportunity to comment on matters that are germane to the items on the agenda for the meeting; and

WHEREAS, 2023 Public Chapter 300 authorizes governing bodies to set forth reasonable restrictions on the period for public comment;

NOW, THEREFORE, BE IT RESOLVED that the Public Records Commission (the "Commission") hereby approves the following parameters for any public comment period:

1. No later than two (2) business days before a meeting, written notification to request to make public comment on an agenda item at an upcoming meeting must be sent to and received by the Director of the Records Management Division of the Tennessee Secretary of State's Office at [records.management@tnsos.gov](mailto:records.management@tnsos.gov). The email must include the proposed speaker's name, the agenda item(s) about 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.

2. 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. The Chair of the Commission (the "Chair"), in the Chair's discretion, may assign all or a portion of the comment period to different parts of the agenda if the Chair deems it appropriate.

3. Speakers will be limited to two (2) minutes per person per agenda item, with a maximum of two (2) speakers in favor of and two (2) speakers opposed to each agenda item.

4. Speakers must identify themselves at the beginning of the allotted time and stay on topic of the agenda item(s) that they have indicated their desire to speak on when addressing the Commission.

5. Speakers should conduct themselves in a respectful manner and may be asked to leave the meeting if they engage in threatening or disruptive behavior.

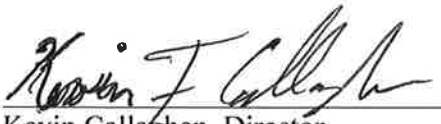
6. The Commission, in its discretion, may ask relevant questions of any speaker providing public comment. Such question period will not reduce the speaker's allotted time.

7. The Chair has the discretion to extend the allotted time or the number of speakers for a particular agenda item. If the Chair extends the allotted time or the number of speakers, then the Chair will take practicable steps to ensure that an equal extension is granted to both those in favor of and those opposed to any agenda item subject to an extension.

Adopted by the Public Records Commission on this the 18th day of December, 2023.

  
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Chair

ATTEST:

  
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Kevin Callaghan, Director  
Division of Records Management, Tennessee Secretary of State's Office