CITY OF ANYTOWN

Public Comment Policy

Adopted January 2026

Purpose

The City welcomes public comment at its meetings and aims to make participation open and accessible to everyone.

How to Comment

- Speak during Public Comment at a regular meeting.
- Submit written comments to the City Clerk before the meeting.
- Request an accommodation by contacting the City Clerk at least 48 hours ahead.

Time Limits

Speakers are limited to three minutes each.

Contact

City Clerk's Office · (555) 555-0110 · clerk@anytown.example.gov · 100 Main Street, Anytown, USA 00000 · Monday to Friday, 8:00 AM to 5:00 PM