

## **Want to Get More Involved, Be Informed and Actively Participate in Local Government?**

The Town of Beaufort Board of Commissioners (BOC) meet twice monthly for regularly scheduled meetings. These meetings are conducted at the Beaufort Train Depot, 614 Broad Street and are open to the public.

The regular monthly meeting of the BOC is the second Monday of every month at 6 p.m. These meetings are livestreamed on the Town of Beaufort's Facebook page. During these monthly meetings, the BOC welcomes public feedback during the public comment section. Public comments are limited to 3 minutes per person.

Public Comment is not a question-and-answer session with the BOC, rather a time for citizens to come and express their thoughts and concerns to the BOC. You must be present to participate in public comment. When attending a meeting and wishing to make a public comment, you will be asked to sign up with the Town Clerk prior to the meeting.

Each public comment is to start with the participant stating their name and address.

Sometimes, the BOC is required by law to hold a Public Hearing. If a public hearing is to be conducted on an agenda item, those in attendance may speak during the public hearing and do not need to speak on that topic during public comment.

The BOC conducts a monthly Work Session. These meetings are at 4 p.m. on the fourth Monday of each month at the Train Depot. These meetings are open to the public to attend. There is not a public comment section during Work Sessions. These meetings are designed for the BOC to gather information on items that may appear on the regular monthly meeting agenda for a vote. The Work Sessions are also a time for staff and Board members to review updates on various short- and long-term projects as well as new projects that have not yet been approved.

During the work sessions, staff and the BOC have a one-on-one dialogue on the agenda topics. This is a time for the BOC to gather information to help inform and prepare their future on the subject matter.

The Town of Beaufort encourages citizens to stay informed and to participate. There are many ways to find information about what is going on in Beaufort. All meeting agendas and minutes are available online at [www.beaufortnc.org](http://www.beaufortnc.org). Town staff is also always willing to answer questions and share information.

Questions about how an item appears before the BOC? Reach out to Town staff. Some items appear before other boards prior to appearing on a BOC agenda. These boards provide recommendations to the BOC for their consideration. Other items are citizen-initiated meaning, a citizen working in conjunction with a staff member follows the established processes to bring an item forward via staff to the BOC. Other items are initiated by the Town Manager, Mayor or by a Commissioner.

Find a FAQ online at <https://www.beaufortnc.org/boardofcommissioners/page/faq%E2%80%99s-public-participation-during-board-commissioner%E2%80%99s-meetings>.

If you have any questions about Town meetings and the procedures of the Town, please contact Public Information Officer Rachel Johnson at [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org) or Town Clerk Elizabeth Lewis at [e.lewis@beaufortnc.org](mailto:e.lewis@beaufortnc.org).