

# ASK THE TOWN CLERK

Clayton citizens are welcomed and encouraged to attend town council meetings. Attending a council meeting allows you to be informed about the issues before the Clayton Town Council.

This issue of “Clayton Council Meeting – 101” will focus on the questions most asked of the Town Clerk:

- May I attend the Council meeting?
- Who can tell me what happened at the meeting?
- Are the meeting minutes online?
- May I speak at the Council meeting?

“May I attend the Council meeting?”

When a municipality is incorporated, it follows the rules of the North Carolina General Statutes; hereafter NC GS. According to NC GS 143, Article 33C, the answer is yes. Each official meeting of the Town Council and its citizen boards and committees are open and any person is entitled to attend. The calendar of the Town Council and each advisory board is posted on the Town’s website at [www.townofclaytonnc.org](http://www.townofclaytonnc.org)

“Who can tell me what happened at the meeting?”

The Public Information Officer prepares the Highlights of the Council meeting. Highlights are an overview of what occurred during the Council meeting and are posted on the Town’s website at [www.townofclaytonnc.org](http://www.townofclaytonnc.org). If you do not have access to the internet, you may contact the Town Clerk or the Public Information Officer at 919-553-5002.

“Are the meeting minutes online?”

Yes, the Council meeting minutes are online. Minutes serve as the official and permanent record of the Council meeting. The Clayton Town Council recognizes that citizens are embracing technology for their information. Town Council minutes from December 1999 to current date that have been adopted by the Town Council are posted on the Town’s website at [www.townofclaytonnc.org](http://www.townofclaytonnc.org) If your preference is paper, you may come by the Town Clerk’s office and inspect the minutes.

**“May I speak at the Council meeting?”**

**Suppose an item has been noticed as a public hearing and it impacts you. After the Mayor opens the item for public comment, you would come forward and state your name and address for the record and your position on the item.**

**Suppose you wish to speak to the Town Council about an item that is not on the agenda and pertains to the Town of Clayton. In 2005, the NC GS was amended to include that the council shall provide at least one period for public comment per month at a regular meeting of the council (NC GS 160A-81.1). The answer is yes, and you would do so when the agenda item, “Informal Discussion & Public Comment” is announced. The Clayton Town Council recognizes that it serves the citizens of Clayton and the Council provides an opportunity for “Informal Discussion & Public Comment” on each regular meeting agenda. When addressing the Town Council, you are requested to provide your name and address and share your comment. If your item requires follow-up, Council will direct you to see the Town Clerk to provide your contact information.**

**Suggestions for the next “Clayton Council Meeting – 101” article are being accepted by the Town Clerk.**

**We look forward to seeing you at Town Council meetings.**