

# 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.

Some of the most frequently asked questions are:

- 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?

Yes. Every official meeting of the Town Council and citizen boards and committee are open and any person is entitled to attend. This follows the rules of the North Carolina General Statutes 143, Article 33C.

The calendars of the Town Council and advisory boards are 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. Minutes of the Council meeting are posted on line. Minutes serve as the official and permanent record of the Council meeting. Minutes from Council minutes from December 1999 to the 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 you prefer to view a copy of the minutes in paper form, you are welcome to come to the Town Clerk's office and inspect the minutes.

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

**Yes. There are different opportunities for the public to speak/comment at a Town Council meeting.**

**One example would be speaking at a public hearing. If an item has been noticed as a public hearing and has an impact on you, you would be offered an opportunity to voice your comments. After the Mayor opens the item for public comment, you would come forward, state your name and address for the record, and offer your comments/position on the item.**

**Another example would be wishing to speak about an item pertaining to the Town of Clayton that is NOT on the agenda. In 2005, North Carolina General Statute 106-A-81.1 was amended to provide for at least one period of public comment per month at a regular meeting of the Town Council.**

**The Clayton Town Council recognizes that it serves the citizens and provides an opportunity for “Informational Discussion & Public Comment” at each regular meeting of the Town Council.**

**When addressing the Town Council, you will be requested to provide your name and address. If your item requires follow-up, Council will direct you to see the Town Clerk to provide your contact information.**

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