

Homeless Services Advisory Committee

Request To Make Public Comment at Meetings

Public Comment Guidelines

The Homeless Services Advisory Committee values public opinion and usually provides an opportunity to make public comment at the beginning of each monthly meeting. Standing monthly meetings are scheduled on the fourth Wednesday of each month at 3:00pm in the Durham County Human Services Building located at 414 E. Main St. Durham, NC 27701.

Persons who wish to make public comment must make their request in writing to the Department of Community Development by 5 p.m. on the day before the scheduled meeting. This process provides adequate time to review the nature of the public comment in advance and to enable HSAC members to give a response to the person if needed when he/she appears before the committee.

Should a Committee member wish to allow a person who has not submitted a written request to present an issue at the monthly meeting, a 2/3 majority vote of the HSAC is required to suspend the rules of procedure.

To make a request to make public comment at the monthly meeting, the requestor can use the Request to Make Public Comment form below. Forms are also available in the Department of Community Development.

The request can be made via e-mail or via paper copy at the following:

Paper copy can be mailed or hand delivered to:

City of Durham
516 Rigsbee Ave.
Durham, NC 27701

Electronic copy can be sent to:

durhamopendoors@durhamnc.gov

Durham Homeless Services Advisory Committee

Request to Make Public Comment Form

Today's Date: __ __ / __ __ / __ __ M M D D Y Y	Meeting Date for Public Comment: __ __ / __ __ / __ __ M M D D Y Y
First Name:	Last Name:
Phone Number:	E-mail Address:
Organization Represented (if applicable):	
Topic for Public Comment:	
Is there an action you would like the Committee to take? If yes, describe the action:	

*Please note that you are permitted a maximum of 3 minutes for public comment.

This form must be submitted to the Department of Community Development by 5 p.m. on the day before the scheduled Homeless Services Advisory Committee meeting in which you intend to make public comment. Once this form is submitted, no further reminder will be given. You may call the Department of Community Development at 919-560-4570 to confirm receipt of this form.