

PUBLIC COMMENT SEGMENT

RULES AND PROCEDURES

1. After the reading and correcting of the Journal, a Public Comment Segment, of not more than 30 minutes, will be held at every regular scheduled Common Council Meeting. If there are no speakers, the Council will continue with the business on the Agenda.
2. The City Clerk is responsible for placing a sign-up sheet, containing the name, address, topic to be discussed and the guidelines the speaker(s) must follow, by the entrance to the Council Chambers, from 6:30 P.M. to 7:00 P.M.
3. The City Clerk will call the speakers and reiterate the rules; namely, that there is a three (3) minute time limit to address the Common Council on the topic they have indicated on the sign-up sheet. There will be no debate, no discussion, no dialogue and no interaction among speakers and elected officials or staff. The presiding officer will terminate the comments of the speaker upon the expiration of the three (3) minute time limit. When a group of people representing one view-point, such as a neighborhood association, is coming before the Common Council, one person should be the designated speaker for the group. Speakers and members of the audience should refrain from profane remarks, disruptive outbursts or other conduct which interferes with the orderly conduct of the meeting.
4. The City Clerk will publish the name, address and topic addressed by the speaker as a part of the Common Council proceedings.
5. The Mayor or presiding officer at his/her discretion may refer the individuals to staff for follow-up on any information presented. Speakers seeking an answer to a specific question should submit a written request to the Common Council by way of the City Clerk.