

- 5) The City Clerk or his/her designee will be responsible for ensuring that all Committee Meetings are noticed and agendas posted.
- (b) The Council may discharge a committee from further consideration on any matter.

Article VIII. Citizens' Rights

Section .01 Rights to Address Council:

- (a) Any person shall have the right to address a meeting of Council under Rules established and recorded by the Council. A time will be reserved on each Regular Meeting Agenda to provide an opportunity for members of the public to directly address the Council on items of interest to the public, but not an Agenda Item, under "Public Comments." Each person shall be subject to the provisions of these *Rules of Procedure*. Any item of interest not appearing on the Agenda that is presented by a member of the public under "Public Comments" shall be handled in one (1) of the following manners.
 - (i) The item may be added to the Agenda for the Meeting at which it was brought up by a member of the public only if the Council determines by a two-thirds (2/3) vote (or if less than two-thirds [2/3] of the Members are present, then by a unanimous vote of the Members present) that the need to take action arose after the Agenda was posted and the Council believes it is necessary to take action immediately.
 - (ii) If the item is not added to the Agenda as described in Paragraph 1 above, then the item automatically shall be referred to the Mayor for investigation or to the City Council President for placement on a future Agenda, if necessary, without any action.

Section .02 Requests to Speak:

- (a) Each Council Meeting Agenda shall provide for a time for audience participation for Non-Agenda Items known as "Public Comments." Each speaker will be allowed three (3) minutes maximum to address the Council. Persons wishing to speak may do so by filling out the required *Speakers Request Form* and submitting same to the City Clerk prior to "Public Comments."
- (b) Public Hearings: For the purpose of public participation during Public Hearings, each speaker will be allowed three (3) minutes maximum to address the Council. Persons wishing to speak may do so by filling out

the required *Speakers Request Form* and submitting same to the City Clerk prior to the Public Hearing.

- (c) During Regular Agenda Items: Any person who wishes to speak on an item included on the printed Meeting Agenda may do so by filling out the required *Speakers Request Form* and submitting same to the City Clerk prior to that Agenda Item being discussed. Each speaker will be allowed three (3) minutes maximum to address the Council.
- (d) Deviations
 - (i) Upon the request of a Member of the Council, the President may recognize a member of the audience who shall be permitted to address the Council at a time other than audience participation; however, all other Rules as provided herein shall apply.
 - (ii) There may be an occasion where justification for more time is warranted for public commentary. Citizens must ask for this at the outset of the comment period and have it approved by the President.

Section .03 Addressing the Council:

- (a) Any person desiring to address the Council must first be recognized by the President of City Council.

Section .04 Manner of Addressing the Council – Time Limit:

- (a) Each person addressing the Council will approach the microphone, give his/her name and address in an audible voice for the record, and will limit their remarks to three (3) minutes.
- (b) All remarks will be addressed to the Council President on behalf of the Council Body, and not to any specific Member.
- (c) No person, other than Council Members, the Mayor and the person having the floor, will be permitted to enter into any discussion either directly or through the Council Members. A staff member may respond at the request of the Mayor.
- (d) No questions will be asked by the Council Members except through the President.
- (e) Second opportunities for public comment to speak on the same issue will not be permitted.

Section .05 ~~Personal and~~ Slanderous Remarks:

- (a) Any ~~personal and~~ slanderous remarks toward the Council, Mayor, Staff or other individuals will be grounds for terminating the citizen's comment period.
- (b) ~~Continued inappropriate Disruptive~~ behavior or comments will also be grounds for removal from the Meeting at the request of the Council President.
- (c) Council shall not be belligerent or make disparaging commentary toward the speaker.
- (d) If a member of the public fails to follow these rules after being warned once, the Council may bar that individual, by resolution, from further testimony for the evening.

Section .06 Written Communication:

- (a) Interested parties or their authorized representatives may address the Council in writing through letters or email regarding any matter listed on the Agenda.
 - (i) Communication received prior to a City Council meeting.
 - (a) Written communications received by 4:00 PM on the date of a Council meeting will be copied and provided to City Council as Supplemental Information.
 - (b) At the City Council meeting under the respective item, the President of Council may summarize the letters and other communications.
 - (ii) Communications received during a City Council meeting
 - (a) Any written correspondence or other materials received at a City Council Meeting shall be documented by the City Clerk,
 - (b) In order to be incorporated as part of the record, written communications must be received by the City Clerk.

Section .07 Complaints and Suggestions to Council:

- (a) When citizen complaints or suggestions are brought before the City Council, other than for items already on an Agenda, the President shall first determine whether the issue is legislative or administrative in nature and then: