



PUBLIC PARTICIPATION POLICY FOR MEETINGS

- 1) Public participation permitted on each agenda item at the discretion of the presiding officer (excluding consent agenda items).
- 2) Attendees must register their intention to participate in the public portion on either a general comments section or a specific agenda item. Registration cards can be obtained from the Internet, at City Hall Clerks office, or in the Council Chambers at the podium and must be turned in before the meeting starts.
- 3) Statements from participants will be limited to three (3) minutes at the discretion of the presiding officer.
- 4) No person may speak more than once on an agenda item or general topic.
- 5) No more than five (5) speakers per topic subject to waiver.
- 6) All statements will be directed towards the presiding officer, no person may address or question Board members individually or other members of the public.
- 7) The presiding officer may get clarification from staff relative to a comment made by the public.
- 8) The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed or irrelevant.
- 9) The presiding officer may request an individual to leave the meeting when that person does not observe reasonable decorum and use law or security personnel if necessary.
- 10) The Board, Commission, or Committee may not discuss any public item that is not on the current agenda.

PUBLIC HEARING FORMAT

- 1) Presiding officer opens the public hearing.
- 2) Applicant presents his/her topic.
- 3) Presiding officer opens hearing for public questions and has the discretion to limit the number of questions or time for each question.
- 4) Presiding officer closes hearing to questions.
- 5) Presiding officer asks three (3) times for people speaking in favor of the proposal.
- 6) Presiding officer asks three (3) times for people speaking against the proposal.
- 7) Presiding officer closes the public hearing.
- 8) Board, Council, or Commission discusses the issue.
- 9) Motion is made and seconded and a vote is taken.