

Below is a summary of the City Council rules and procedures for City Council Meetings.

Decorum During Council Meetings

While the council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the council chambers.

Every member of the public desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all improper language and references to personalities, and abiding by the rules of civil debate.

Addressing the Council from Floor

This is the portion of the Council meeting devoted to oral presentations to the Council by members of the public, this will include open forum, public hearings or other agenda items.

- ◇ The Mayor will announce when the open forum, public hearing, or agenda item discussion is open to public input.
- ◇ Interested persons seeking to address the council on the issue being discussed will first seek recognition by the presiding officer by raising a hand.
- ◇ The Mayor will indicate that the person may address the Council. If more than one person raises his/her hand, the Mayor will indicate the order in which interested persons may address the Council on the issue under consideration.
- ◇ The person must give his/her full name and address in an audible tone of voice for the record before proceeding.
- ◇ Each person is limited to 3 minutes speaking time per item, unless additional time is granted by the Mayor. All remarks shall be addressed to the Council as a whole and not to any individual member and must be limited to the item being discussed.

**** Please note, members of the Council shall not engage in debate with a member of the public or respond to issues/questions raised during this portion of the meeting. If questions are raised from the public, a response will be given, if required, in writing within 10 days.**

Group Presentations

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the City Clerk or Mayor prior to the meeting.