

# Speaking at a Public Meeting



## SPEAKING

- A “request to speak” form, provided by the city, requesting to be heard will be filled out by all wishing to speak on an action item on the meeting agenda.
- Speakers must include their name, address, telephone number and the agenda item number to address.
- Be prepared to move quickly to the microphone when your name is called to speak. Do not approach the dais.
- Begin by stating your name and address.
- For agenda items posted for action, speakers are allowed up to three minutes to address the governing body. Time limits will be strictly enforced.
- Large groups representing a delegation that wish to speak are encouraged to appoint a spokesperson to make comments.
- When your speaking time is over, please return to your seat.

## HELPFUL TIPS

- Presentations that are less than 3 minutes long, but to the point, are more effective than long and repetitive presentations.
- If a speaker asks a question during the time designated for public comment under this policy, the chair or a member may give specific factual information or a recitation of existing policy to the speaker.
- Any comment or discussion by any member about the subject of the inquiry will only be made at the time the subject is scheduled for consideration on the agenda.

## RULES OF CONDUCT

- Residents have the right to criticize policies, procedures, programs and services, but speakers must stick to the time limits and stay on topic. Be respectful and courteous to Council, staff, other speakers, and those in attendance at the meeting.
- Speech/conduct that impedes or disrupts orderly meetings including, but not limited to; booing/hissing; shouting/yelling; chanting/singing; amplification of sound other than City provided microphones; playing music, videos, recordings, or AI; comments tending to incite outbursts, immediate threats, imminent violence and/or illegal conduct; repetitive and/or irrelevant comments; creating or participating in a physical disturbance; speaking or outbursts from members of the public who have not been recognized by the chair; and preventing others from speaking/observing the meeting, failure to follow direction of the chair or security official related to described disruptions is prohibited.
- Any speaker or audience member that engages in behavior that impedes or disrupts an orderly meeting may be subject to a verbal warning or removal and exclusion from future meetings.
- Individuals who have been removed from a public meeting for disruption will be prohibited from attending in-person public meetings held by Council or the same Board or Commission for 60-calendar days.
- Any individual excluded from in-person attendance at future public meetings may appeal the exclusion by submitting a written appeal to the City Manager within five (5) business days from the date of the exclusion.
- Persons banned or awaiting final appeal may view Council or public meetings on the City’s website or YouTube, by utilizing the link at the top of the agenda.

## SIGNS IN CHAMBER

- Signs must be held. Do not affix to walls, seats, or other permanent fixtures in the Chamber.
- Refrain from holding signs above another person’s head, obstructing the free flow of pedestrians or blocking the view of others in attendance.