

RULE 6

PUBLIC COMMENT PERIOD

Section 1. The agenda of every regular business meeting of Council shall include a 30-minute “Public Comment Period.” During this period, the public may address Council and make presentations on matters that are included on the agenda, but which are not scheduled for public hearing, or on any other matters that are relevant to City business. Speakers who wish to be heard regarding a matter that is on the agenda for a public hearing shall not be allowed to do so during the Public Comment Period, but shall do so during the public hearing.

Section 2. Members of the public wishing to speak shall be limited to three (3) minutes per person, with a single extension of no more than three (2) minutes, at the discretion of the presiding official. Any greater extension of time shall require the affirmative concurrence of a majority of Council. If recognized by the presiding official, Councilmembers may ask questions of any speaker, subject to the overall Public Comment Period time limit. Speakers shall be scheduled first in the order that written requests are received by the City Clerk, and then in the order that speakers have signed up at the entrance to the Council Chambers. The presiding official shall have the discretion to move a public speaker that is speaking on an agenda item that includes a public hearing from the Public Comment Period to the relevant agenda item, and to hear their comments during the public hearing for that agenda item, prior to Council discussion of the item.

Section 3. In no event shall the Public Comment Period last over 30 minutes – regardless of any individual time extensions or whether all scheduled citizens have been heard. Any citizen that has not been recognized at the conclusion of the Public Comment Period will be scheduled for the beginning of the Public Comment Period at the next regular meeting of Council. If a citizen has spoken at the immediately preceding Council meeting, he or she will not be recognized until all other speakers have been provided an opportunity to speak.

Section 4. To speak during a Public Comment Period, citizens may file a written request with the City Clerk no later than 12:00 noon on the day prior to the Council meeting. Such

written requests shall be accepted in either electronic or hard copy form. Additional forms will be available at the entrance to the Council Chambers, or other meeting location, starting thirty minutes prior to the beginning of the Council meeting. All requests to speak during a Public Comment Period must include the name(s) of the speaker(s) and the subject. Parties voicing the same position on the same matter are strongly encouraged to have no more than two (2) speakers to represent their views. Council prefers one representative to speak for groups, with recognition of attendance by supporters. The presiding official has the discretion to allow such a representative to speak for up to 10 minutes, otherwise the presiding official may limit the representation of specific viewpoints on a particular subject to two speakers or less.

Section 5. As a general practice, Council receives the information presented during the Public Comment Period, but does not respond to or take immediate action on the matter presented, subject to the discretion of the presiding official and these rules. The City Manager or City Attorney may be directed to review the information and report back to Council at a later date.