

CITY OF STURGEON BAY
GENERAL PROCEDURES FOR PUBLIC COMMENT AT CITY COUNCIL/COMMITTEE MEETINGS

The Mayor or Chair, as presiding officer of the City Council or Committee meetings, encourages public comment at Common Council/Committee meetings. Members of the public have a role in offering positive resolutions to the issues facing our community. City council and committee members respectfully request that the following procedures be adhered to for public comment:

- The speaker must be recognized by the Mayor/Chair and provide his/her name, address, and whether or not you are a taxpayer of the City of Sturgeon Bay.
- The speaker may not allocate his/her time to another speaker.
- The speaker's comments should be concise and address a particular issue(s).
- The speaker shall not engage in personal attacks against the Mayor, Council members, City staff or its representatives and remain courteous and respectful. The Council/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
- The Mayor/Chair may ask questions of the speaker for clarification purposes.
- The Mayor/Chair may allow, at his discretion, Council/Committee members or staff to respond to the speaker's comment. However, dialogue will not ensue.
- The Mayor/Chair may refer the matter to a committee or to the City Administrator for further follow up as needed.

GUIDELINES FOR AUDIENCE MEMBERS
AT CITY COUNCIL/COMMITTEE MEETINGS

- Please acknowledge the purpose of the meeting and limit side conversations and comments while the meeting is in progress. It is not our intent to limit free speech but to allow the Council/Committee members, the recorder, and all present in the audience to hear what is being said.
- Refrain from behavior or speech (i.e. interjecting comments or questions) that interrupts or intimidates the person having the floor.
- Refrain from creating, provoking, or participating in any disturbances that will disrupts or impedes the orderly conduct of the meeting. (i.e. making loud noises, laughing, clapping, cheering, shouting, taunting, booing or hissing)

(over)

ADDRESSING ITEMS ON THE AGENDA

- Should a member of public wish to speak on an agenda item, a request to comment notice must be completed and submitted to the City Clerk/Recording Secretary or City Administrator *PRIOR* to the start of the meeting. **All comments on AGENDA ITEMS will be at the beginning of the meeting under the meeting item: Public Comment on Agenda items.** (Comments on agenda items will no longer take place before each agenda item.)
- The Mayor will allow the speaker up to a maximum of three (3) minutes to give your viewpoint. The speaker must adhere to the three (3) minute time frame as noted on the timer.

ADDRESSING NON-AGENDA ITEMS

- Should a member of the public wish to speak on a non-agenda item, there will be an agenda item at the end of each Council meeting: Public comment on Non-Agenda items.
- Speaker must address items that did not appear on the agenda. Speakers who begin to speak on agenda items will be asked to speak only on non-agenda items. If speaker continues to speak on agenda items, they will be requested to take their seat.
- The Mayor will allow the speaker up to a maximum of three (3) minutes to give your viewpoint on the item. The speaker must adhere to the three (3) minute time frame as noted on the timer.
- According to Open Meeting Laws, the Council cannot take official action on Non-agenda items. We will gladly listen and when appropriate refer concerns to the proper department for action.

IF EVERYONE ABIDES BY THESE GUIDELINES, OUR MEETINGS WILL MOVE ALONG SMOOTHLY AND BUSINESS WILL BE CONDUCTED IN AN EFFICIENT AND TIMELY MANNER. YOUR COOPERATION WILL BE APPRECIATED BY ALL PRESENT AT THE MEETING.

PLEASE NOTE THAT LETTERS SUBMITTED FOR AGENDA OR NON-AGENDA ITEMS WILL NOT BE READ INTO THE RECORD AS PUBLIC COMMENT. ONLY LETTERS RECEIVED FOR A PUBLIC HEARING WILL BE READ INTO THE RECORD.

RESPECTFULLY,
MAYOR THAD BIRMINGHAM