



City Council Meeting Speaker Protocol

In order for the Council to properly consider each matter brought to it by the citizens, speakers must observe the following rules:

- Anyone wishing to speak before the Council must complete a speaker form and submit it to the City Secretary prior to the meeting being called to order.
- Anyone speaking before the Council is asked, when their name is called, to stand at the speaker podium and first state his/her name and address for the record. Only one person may speak at any one time and only the person who has been called by the City Secretary will be allowed to speak.
- Speakers must address their comments to the presiding official rather than individual Council Members, city staff, or the audience.
- Time limits for speaking are: Agenda Items: a maximum of 3 minutes. Public Hearings: a maximum of 5 minutes. If a speaker's comments are longer than the established time limits, the speaker may file written remarks or supporting information with the City Secretary. The City Secretary will make the information available to the Council if requested.
- A person who addresses the Council concerning an agenda item, including a Public Hearing, must limit his/her remarks to the specific subject matter being considered by the Council under that agenda item.
- Speakers that fail to yield the floor when their time is concluded; speak on a topic that is not relevant to the agenda item; repeatedly interrupt a Councilperson; use loud, threatening, hostile, abusive, vulgar or obscene language; or disrupts the council meeting will be called *out of order*. **Any speaker or audience member who engages in disruptive behavior may be subject to removal from the meeting.**