

CITY OF GLENVILLE PUBLIC COMMENT POLICY

Public participation at a Glenville City Council meeting is limited to participation in the public comment portion of the meeting. No person shall be permitted to speak from a location other than while standing before the Council.

Speakers must conduct themselves in a dignified and civil manner. No shouting or personal invective shall be allowed. No threatening remarks or gestures may be directed to any person.

Any person who violates the rules (or the rules of public decorum appropriate to a public meeting) shall be ruled out of order by the Mayor and ordered to cease and desist. Refusal to cease and desist will result in the removal of the person from the meeting.

The following rules apply to any individual who wishes to speak before the Glenville City Council during regular, special and emergency meetings and public hearings:

1. Anyone desiring to address the Council must sign up with the City Recorder prior to 7:00pm on the meeting night by filling out the "Public Comment Request Form".
2. In order to speak, the speaker must sign up in person at the meeting. No one will be allowed to have his or her name placed on the list by telephone or e-mail request to city staff.
3. Speakers will limit their remarks to five (5) minutes.
4. A speaker cannot give their allotted time to another speaker to increase that person's allotted time.
5. The public comment portion of the meeting is typically first on the agenda, unless otherwise changed by the Mayor.
6. Speakers will be acknowledged by the Mayor in the order in which they signed up. Speakers shall address the City Council by standing before them. Speakers are asked to begin their comment by stating their name.
7. Statements are to be directed to the City Council as a whole, and not to individuals.
8. Public comment is not intended to require the Council to provide any answer to the speaker. However, Council may answer the citizen's question if they have access to the needed information, will refer the citizen to a person that can address their concern(s), or will get back to the citizen with an answer at a later date.
9. The City Council will not likely take any action on subject matter for which they have not had the opportunity to fully investigate and gather complete information.
10. Speakers will be courteous in their language and presentation.

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11. Only one speaker will be acknowledged at a time. In the event a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns.
12. Speakers should not discuss any of the following: candidacy of any person seeking public office, matters in current or anticipated litigation, matters which are closed session items, including, but not limited to- matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.
13. After the speaker has made his/her statement, he/she will be seated with no further debate, dialogue, or comment.
14. Any applause shall be held until the end of the public comment period. Speakers shall not disrupt the meeting.