

NEW GUIDELINES FOR CITIZEN COMMUNICATION CITY COUNCIL LISTENS

Sign up to speak
during a City
Council Meeting!

We welcome and encourage citizens to participate during meetings; however, out of respect for everyone in attendance, disruptions will not be tolerated. The following guidelines have been established to provide for positive interactions between citizens and Council.

SIGN UP

Anyone who chooses to speak before Council must sign up PRIOR to the meeting time. Citizens are not allowed to speak openly during the meeting unless first recognized by the presiding officer.

DURING comments

- ◆ The Mayor (or presiding officer) will invite you to speak
- ◆ Be prepared to stand and make your comment
- ◆ You will be allowed up to three (3) minutes
- ◆ No person may "donate" their time to another person
- ◆ State your full name and address
- ◆ Direct your comments to the City Council

HELPFUL tips

- ◆ When your time has expired, your comments should be completed
- ◆ If you have documents for Council, you must bring 10 copies and provide them to the City Secretary PRIOR to the meeting for distribution
- ◆ Audio/visual presentations must be submitted to the City Secretary at least 30 minutes PRIOR to the meeting

RULES of conduct

- ◆ No disparaging or inflammatory remarks directed at City Council or City Administration
- ◆ Speaker must not employ tactics of defamation, intimidation, personal affronts, profanity, yelling, or threats of violence. Anyone who demonstrates these behaviors will be removed from the meeting.
- ◆ Don't direct your comments to the audience
- ◆ Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting
- ◆ Members of the audience are not allowed to speak out of turn or to interrupt when others are speaking



Citizens may sign up to speak
PRIOR to the beginning of the
meeting



There is a three (3) minute time
limit for each citizen to speak



There is a reasonable limitation on
one topic or item with a maximum
of fifteen (15) minutes total



WORKSHOPS provide a forum for
City Council and staff members to
discuss various subjects without
action being taken.

There is no public comment
opportunity during the Workshop.

Citizens may sign up to speak on
the topic during the
Citizen Communication
portion of the meeting.

Questions?

Call 512.446.2511

or email

citysecretary@rockdalecityhall.com