

Effective Date: September 8, 2004

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Re-issued: March 31, 2006

**LEGISLATIVE DEPARTMENT
POLICY**

Cancels: New

See Also: General Rules and Procedures
of the City Council

Approved by: _____
Council President Nick Licata

POL-D-612 PUBLIC COMMENT AT FULL COUNCIL AND STANDING COMMITTEE MEETINGS

The City Council welcomes comment from citizens on legislation on agendas at regular meetings of the Full Council and its standing committees.

In order to provide for such comment and for timely consideration of its regular business, the Council adopts the following policy:

1. A public comment period of not more than 20 minutes shall be provided at the beginning of each regular Full Council meeting and standing committee meeting.
2. Persons wishing to speak may address the Council or the committee on any item of legislation on that meeting's agenda.
3. Persons wishing to speak may sign up beginning 15 minutes prior to the scheduled start of the meeting.
4. Sign up sheets will be provided by Legislative Department staff and will be placed inside the Council Chambers within the public area.
5. Persons signing up to speak shall identify the item(s) of legislation to which he/she will speak.
6. Each speaker is limited to two (2) minutes total speaking time (regardless of the number of items of legislation he/she wishes to address).
7. Speakers will generally be invited to speak in the order in which they signed up on the sign-in sheet.
8. If no speakers sign up to address the Council or the committee, or if the public comments conclude before the 20 minute time period has elapsed, the comment period will be closed, and the Council or committee shall resume its business, with no further opportunity for public comment at that meeting.
9. Council and committee proceedings are electronically recorded. Therefore, speakers wishing to address the Council or committee during the established public comment period shall speak only from the microphones provided for public speakers
10. This policy does not apply to quasi-judicial matters before the Council, as defined by Council Rules and Procedures for Quasi-Judicial Matters.