

## City of Crawfordville Procedure Guide

In the interest of orderly and efficient meetings, the council has chosen to implement some discretionary rules on decorum into this procedure guide. The city council can limit public participation in council meetings to required public hearings. However, the council chooses to designate a portion of each public meeting for time-limited comments by members of the public on matters that are relevant and within the authority of the council.

By permitting public comment on agenda items or other matters directly relevant to city business, the council has created a designated public forum and it has enacted content-neutral time, place and manner restrictions on speech and expressive conduct which are narrowly drawn to achieve a significant government interest and allow sufficient alternate channels of communication.

- **Speak only when recognized:** The chair will determine when to recognize an individual who requested to be on the agenda or who raises their hand during a meeting. Once a motion has been made further discussion is limited to council members and comments from the floor are inappropriate.
- **Speaker's identity:** Speakers should identify themselves and give their address the first time they speak at a meeting.
- **Time Limit on Speakers:** A speaker is allowed 3 uninterrupted minutes. The length of time may be extended on a case-by-case basis by a vote of city council. The chair may allow additional time, if the speaker needs to respond to questions from council members. Council members will not engage in long dialogues with a speaker.
- **Politely addressing council and citizens:** As a matter of policy, speakers will show respect for the council and the other citizens present. Individuals shall refrain from using the public meeting as a forum for rude, slanderous or disruptive personal attacks on others. The chair may take the floor away from individuals who act unruly. Individuals are prohibited from private discourse or other distracting behavior. The presiding officer may stop any such acts and ban the offender from the meeting, if the offensive action is not stopped.
- **Focus on relevant matters.** Public comment are limited to matters that are on the agenda for consideration, except that under the agenda item, Public Requests, matters that are directly related to any business of the council may be addressed. The council would like to avoid redundant or repetitive comments to save time and provide time for a variety of viewpoints.
- **Abstention:** As a matter of policy, the city council requires all council members in attendance to vote unless there is a conflict of interest. The conflict must be stated and recorded in the minutes.

The rules of order and parliamentary procedure contained in Robert's Rules of Order, Revised, shall govern the transaction of business by and before the governing body at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this procedure.