

RESOLUTION NO. 09122018

A RESOLUTION ESTABLISHING A CITY COUNCIL PUBLIC COMMENT POLICY WHICH ESTABLISHES RULES AND PROCEDURES FOR THE CITY COUNCIL MEETING PUBLIC COMMENT TIME.

WHEREAS public input is important in our system of government; and

WHEREAS the primary function of the council meeting is to carry out the business of the city; and

WHEREAS a cordial and respectful atmosphere allows meetings to be open and effective;

BE IT HEREBY RESOLVED BY THE GOVERNING BODY OF THE CITY OF CHAPMAN, KANSAS, that there be established a City Council Public Comment Policy which shall govern the actions, decorum, and procedures for the Public Comment Time of the City Council meetings. Said policy shall read as follows:

SECTION 1. POLICY

CITY COUNCIL PUBLIC COMMENT POLICY

1. Public Comment.

- a. Members of the public are invited to make their comments to the Chapman Mayor and City Council at the designated time during the City Council meeting.
- b. A member of the public shall only be permitted to speak one time per meeting.
- c. Time limit. A speaker shall not speak for more than three (3) minutes. A speaker may not combine his/her time with another speaker's time.

2. Rules of Decorum Applicable to All Public Comment.

- a. The speaker should state his/her name and, if applicable, organization he/she represents. Only one speaker may be present at the podium at a time.
- b. The speaker may not read a written document of another person; such document may instead be submitted to the City Clerk prior to the meeting to distribute to the Mayor and City Council. However, this provision shall not limit the representative of any group from reading a statement of a group that represents their position(s).
- c. If the speaker wishes to present a PowerPoint or similar presentation that requires the use of the City computer and monitors, the electronic file(s) must be

provided to the City Clerk by 5 p.m. the Wednesday (one week) before the meeting in the format requested by the City Clerk.

d. The speaker's comments should be directed to the body as a whole (Mayor and City Council), and should not be directed to individual members. No personal, slanderous, profane, obscene, or threatening remarks are permitted. Raised voices, boisterous conduct, or yelling are not permitted at any time.

e. The speaker's comments should address City-related business.

f. The speaker may not debate with audience members during his/her comments or make personal comments toward audience members.

g. Members of the audience may not talk or make noise during the presentation of a speaker during public comments.

h. Once public comment has closed, no further public comment will be permitted.

i. Good manners and polite conduct are required of everyone.

3. Response to Public Comment.

- a. The purpose of public comment at a business meeting is for the City Council to receive the input.
- b. The Mayor, City Council nor city staff will respond to questions or issues raised during public comment.
- c. The Mayor and City Council may decide, however, to address the issue at a future meeting or refer the matter to the city administrator.

4. The Mayor Directs the Meeting.

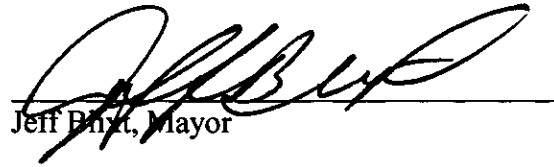
- a. The Mayor will warn any member of the public who is not in compliance and any continued non-compliance will result in the speaker's revocation of his/her speaking privileges at the meeting. This also applies to members of the audience who are not at the podium speaking.
- b. Persons becoming disorderly may be ordered to leave the premises.

5. This policy shall be posted at or near the entrance to the city council meeting room.

SECTION 2. This resolution shall become effective upon Approval by the governing body.

SECTION 3. Any prior rules or policies for conduct of public comments which conflict with this policy are hereby repealed insofar as they are in conflict.

Passed and approved by the city council this 12th day of September, 2018.



Jeff Burt, Mayor

ATTEST:



Erin Tilton, City Clerk