

## Rules of Decorum

While any meeting of the City Council or public hearing is in session, the following rules of order and decorum shall be observed:

(1) Councilmembers. The members of the City Council desiring to speak shall first address the Chair, gain recognition by the Presiding Officer, and shall confine himself or herself to the question under debate, avoiding personal attacks and indecorous language.

(2) City Staff Members. The members of the City Council desiring to question the City Staff shall, after recognition by the Presiding Officer, address his or her questions to the Administrative Officer, City Attorney, City Clerk or the City Treasurer, who shall be entitled to answer the inquiry himself or herself or to designate a member of his or her staff for that purpose.

(3) Interruptions. A Councilmember, once recognized, shall not be interrupted when speaking unless called to order by the Presiding Officer. Members of the City Staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

(4) Limitation of Debate. No Councilmember shall be allowed to speak more than once upon any particular agenda item until every other Councilmember desiring to do so shall have spoken. In addition, the Presiding Officer may establish a time limit for each Councilmember's participation on any one agenda item to question speakers or staff or to state his or her position, opinion or views. When no other time limit is set, each Councilmember shall confine his or her remarks to the following time limits:

(a) Under the "Council Initiatives" section of the agenda, each Councilmember shall confine his or her remarks to a total of ten minutes.

(b) Under the "Closing Remarks" section of the agenda, each Councilmember shall confine his or her remarks to a total of three minutes.

(c) During other portions of the agenda, general debate, or debate on any particular agenda item a Councilmember shall confine his or her remarks to a total of five minutes.

(5) Persons Addressing the Council. The primary purpose of oral communications is to allow the public the opportunity to formally communicate with the City Council as a whole, for matters that cannot be handled during the regular working hours of the City government. Each person who addresses the City Council shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the City Council, City staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any City Council meeting shall, at the discretion of the presiding officer be barred from speaking further and may be ejected from the meeting. Further disturbance during the meeting may lead to arrest.

(6) Members of the Audience.

(a) No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, applauding, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly

conduct of any Council meeting. Any person who repeatedly conducts himself in the aforementioned manner following a warning from the presiding officer may, at the discretion of the presiding officer, be ejected from the meeting.

(b) Members of the public may not bring signs or placards into the City Council Chamber during a meeting. Such signs or placards may be displayed or distributed outside the building or in the City Hall lobby. Handouts or printed materials may be distributed in the City Council Chamber prior to the Council meeting or in the lobby outside the City Council Chamber.

(7) Food Prohibited. No food shall be permitted in the City Council Chamber.

(8) Lights and Mounted Equipment Prohibited. Other than certified members of the media, no one shall be permitted to bring lights or other than hand held audio or visual equipment into the City Council Chamber.

(9) Addressing the Council. During the “Public Hearings” and “Public Comments Regarding Agenda Items” portions of the meeting persons wishing to address the Council regarding an item which is on the Council meeting agenda shall submit a request on the form provided, or at the discretion of the presiding officer, seek recognition by the presiding officer during the place on the agenda set aside for such items.

(a) During the “Public Comments Regarding Other Matters” portion of the meeting persons wishing to discuss a non-agenda item may seek recognition by the presiding officer. No person shall address the Council without first being recognized by the presiding officer.

(b) All persons addressing the Council shall step up to the podium provided for the use of the public and shall state his or her name and organization, if any, which he represents; and, if during the “Public Comments Regarding Other Matters” portion of the meeting, the subject he wishes to discuss.

(c) During the “Public Comments Regarding Agenda Items” portion, any subject which is not deemed relevant to the business of the City by the presiding officer shall be considered out of order and the remarks concluded.

(d) Each person shall limit his remarks to three minutes or the time established by the presiding officer for that subject. The presiding officer may set different time limits on the remarks of speakers on a particular subject based on the number of speakers wishing to address a single subject and the number of agenda items upon which people wish to speak.

(e) All remarks shall be addressed to the Council as a whole and not to any single member thereof, unless in response to a question from said member.

(f) Members of the audience may not request to be heard by speaking out during the council meeting, except in accordance with the procedures outlined in 9, (a) through (e) above.

(Ord. 95-25 10-10-95; Ord. 97-19 9-2-97)