RESOLUTION NO. R-15-133

A RESOLUTION TO ADOPT GUIDELINES FOR CITIZEN PARTICIPATION AT CITY COMMISSION MEETINGS.

WHEREAS, the Governing Body of the City of Coffeyville genuinely appreciates citizen participation at meetings of the City Commission; and

WHEREAS, the Governing Body has determined it would promote better decorum to adopt guidelines for such participation.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE that the Guidelines for Citizen Participation at City Commission Meetings, a copy of which are attached hereto and incorporated herein by reference, be and are hereby adopted.

Adopted this 27th day of October, 2015.

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Christopher V. Williams, Mayor

ATTEST:

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Cindy Price, City Clerk

APPROVED AS TO FORM:

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Paul Kritz, City Attorney

CITY OF COFFEVYILLE, KANSAS
GUIDELINES FOR CITIZEN PARTICIPATION
AT CITY COMMISSION MEETINGS

The City Commission welcomes citizen participation at its regular meetings, and provides opportunities for citizens to address the City Commission during a meeting. The City Commission's regularly scheduled meetings are on the second and fourth Tuesdays of every month beginning at 6:30 p.m.

Citizen Comments at Commission Meetings

A. The first opportunity for citizen comment is listed on the agenda as "Public Comments". This time is set aside for citizens to address the City Commission on issues not scheduled on the agenda. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the city budget. Anyone wishing to address the City Commission must adhere to the following "Rules of Decorum":

    1. Be recognized by the presiding officer.
    2. State their name and address.
    3. Speak from the podium in a civil, non-argumentative and respectful manner.
    4. Whenever a group wishes to address the City Commission on the same subject, the presiding officer may request that a spokesperson be chosen by the group.
    5. Comments are to be limited to 3 minutes in length. The presiding officer may allow more time for a speaker or make other judgments or limitations about this portion of the agenda, depending upon the circumstances.
    6. Speakers should speak into the microphone and speak clearly and succinctly.
    7. All remarks should be directed to the City Commission as a body rather than to any particular Commissioner or any member of the staff or audience and should refer to staff by title and/or department.
    8. If the speaker has documents or papers they wish to share with the City Commission that support their comments, they must provide a copy to the City Clerk.
    9. Speakers will refrain from using: profanity; language likely to incite violence or outbursts from the audience; language that is disruptive to the orderly process of the meeting; engaging in conversations with individual Commission members; making comments of a personal nature regarding others; shouting, yelling or screaming.
    10. In many cases, the speaker will be directed to meet with staff to resolve the issue or to get their questions answered.
    11. Other than asking a question to clarify a statement, Commission members should refrain from entering into a dialogue with the speaker. This time on the agenda is not intended for a discussion between the City Commission and the speaker and should not be used for that purpose.
    12. Speakers will not continue to address the City Commission once they have left the podium and will not engage in conversation with Commission members from their seat.

13. The presiding officer is responsible for maintaining order and decorum and will not allow the speaker to make personal attacks or inflammatory comments and can ask the speaker to be quiet and sit down. If the individual does not comply with the presiding officer's request, they may be asked to leave, or if necessary, be escorted from the meeting.

B. Citizen Comments on Agenda Items during the meeting. The City Commission meeting is designed for the City Commission to discuss and make decisions on the various issues on the agenda. The procedure for agenda items is as follows:

1. Each agenda item is introduced by the presiding officer.
2. The presiding officer asks for a staff presentation or clarification of the staff report.
3. If dealing with an issue with an applicant, the presiding officer may ask for comments from the applicant.
4. The presiding officer asks if there are any citizens wishing to comment on the item.
5. The presiding officer will call for a motion and second.
6. Once a motion has been made and seconded, no additional comments will be heard from a citizen and only the City Commission will discuss the issue from that point on.
7. The rules for addressing the City Commission at the designated time during this portion of the meeting are:
   a. The speaker must be recognized by the presiding officer.
   b. Other than asking for clarification by the Mayor or a Commissioner, discussion is limited to among the members of the City Commission after a motion has been made.
   c. At no time will members of the audience be allowed to enter into the City Commission discussion from their seats in the audience.
   d. If recognized by the Mayor, a citizen may only be allowed to speak at the podium during the City Commission discussion if the presiding officer believes the citizen's comments are germane and necessary or helpful for the City Commission to continue their discussion or make their decision.
   e. Each speaker should only speak once unless clarification is requested by the City Commission.
   f. The rules of decorum explained in "Public Comments" above also apply to comments for an agenda item.

C. Public Hearings. When an item requires a public hearing by law, the presiding officer will open and facilitate the public hearing. Public comments can be made in the same manner as the public comment agenda item. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the presiding officer in order to keep the meeting moving. Public hearings are held to gather data and opinions from the citizenry that facilitate the decision-making by the City Commission. The rules of decorum explained in "Public Comments" above also apply to comments for a public hearing.