

# Guidelines for Public Comment Period And Public Hearings

*The presiding officer has discretion in enforcing these guidelines for the orderly and civil conduct of City Council meetings. The guidelines below apply to both the public comment period and legislative public hearings before Council unless noted otherwise.*

1. Public comment period is provided at the discretion of the City Council.
2. Sign-up sheets for speaking during the public comment period and public hearings will be available 30 minutes before the start of the meeting. Citizens may not sign up on behalf of others.
3. For the public comment period, each speaker is allowed three minutes, unless time is extended by the presiding officer. The public comment period may be limited to 15 minutes. A time limit may be imposed for individual testimony at a public hearing.
4. *Meeting attendees may not “donate” their speaking time to another person.*
5. Speakers are not permitted to comment during the public comment period on topics that come up later as a public hearing item.
6. All remarks should be addressed to the Council as a whole.
7. Speakers shall refrain from comment or behavior that involves:
  - a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on personalities;
  - b. Advertising or promoting the sale of products, services, or private enterprise;
  - c. Promoting any contest or lottery; and
  - d. Promoting candidates for public office or upcoming ballot measures.
8. Any person who engages in speech or action as described in Section 7.a, when such speech or action disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting, may, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.
9. Any person who engages in speech or action as described in Sections 7.b-d may, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.
10. In addition to the limits specified above, the presiding officer may set other reasonable, viewpoint-neutral limits to prevent disruption of Council business.