

**CITY OF KEMPNER
CITIZENS
COMMUNICATION
POLICY**

MARCH 10, 2020

Citizens Comments:

a.

Citizens and other visitors are welcome to attend all public meetings of the city council and will be admitted to the city council chamber or other room in which the city council is meeting, up to the fire safety capacity of the room.

b.

Members of the public shall not engage in any of the following in the meeting room during a council or board or commission meeting:

- (1) Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
- (2) Intimidation, profanity, or threats of violence.
- (3) Audible use of phones, pagers, radios, computers or other electronic equipment.
- (4) Booing, hissing, foot stomping, parading, singing or other similar behavior that impedes or disrupts the orderly conduct of the meeting.

c.

Exhibits, displays, and visual aids used in connection with presentations to the city council are permitted.

d.

Only city council members and city staff may step onto the dais.

e.

In compliance with the Open Meetings Act, all people wishing to address the city council shall first be recognized by the Mayor and shall limit their remarks to three minutes (or six minutes if a translator is required to assist) on the matter under discussion.

f.

A person shall fill out the comment card indicating whether they desire to speak on an agenda topic or on something not on the agenda. Those desiring to speak on items not on the agenda, shall address the city council during citizen comments; those who desire to speak on a specific item shall be called upon during that item only.

g.

Any person addressing the city council in the city council chamber shall do so from the lectern unless physically unable to do so. People addressing the city council shall not be permitted to approach the dais. If they wish to hand out papers or other materials to the city council, they should express that desire to the presiding officer, and the presiding officer shall direct a staff member to hand out the materials.

h.

When the time has expired for a presentation to the city council, the presiding officer shall direct the person speaking to cease. A second request from the presiding officer to cease speaking shall be cause of the removal of the speaker if that person continues to speak.

i.

As set out in Section 551.023, Government Code,

- (a) person in attendance may record all or any part of an open meeting of a governmental body by means of a recorder, video camera, or other means of aural or visual reproduction.
- (b) A governmental body may adopt reasonable rules to maintain order at a meeting, including rules relating to:
 - (1) the location of recording equipment; and
 - (2) the manner in which the recording is conducted.

To that end, equipment, apparatus, or paraphernalia such as camera tripods, easels, shall not obstruct, block, or otherwise be located in the doorway, entranceway, or walkways of the city council chambers or of any other room in which the city council may choose to meet but shall only be located in an area marked specifically for the media. Representatives of the electronic media may set up cameras and other equipment only in designated area.

j.

There will be a uniformed police officer present at all regular meetings of the city council. This police officer shall enforce the meeting rules and act upon the direction of the presiding officer.

k.

Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a city council meeting shall be removed from the room at the direction of the presiding officer, and the person shall be barred from further audience before the city council during that session of the city council.

l.

Enforcement: The rules in this section shall be enforced in the following manner:

- (1) The presiding officer will request that a person who is violating a rule cease the violation. The presiding officer will warn the person that he or she will be required to leave the meeting room if the violation continues.
- (2) If the violation continues, the presiding officer may cause decorum to be preserved and enforce compliance with this section, including recessing the meeting and requesting any peace officer at the meeting to address the disturbance.

ATTEST: Monica Pena
MONICA PENA – CITY SECRETARY

APPROVED: [Signature]
DR. KEITH L. HARVEY - MAYOR