



## Guide to Public Participation at Council Meetings

Welcome to the Harper Woods City Council meeting. We hope that the following information will help citizens to understand the rules for public participation and comments which can be made during the COMMENTS ON AGENDA and CALL TO AUDIENCE section of the meeting.

The Mayor and City Council appreciate and encourage your participation and offer these rules of procedure and conduct to ensure that each person who wishes to speak is given an equal opportunity in a civil and respectful environment. Thank you in advance for your cooperation with these guidelines.

All regular City Council meetings follow the order of business presented in the agenda. The agenda is available in the City Hall lobby the day of the scheduled Council Meeting.

Harper Woods City Hall  
19617 Harper Ave.  
Harper Woods, MI. 48225

### General Information about Speaking at City Council Meetings

Citizens may speak publicly during the "PUBLIC COMMENTS ON AGENDA" and the "CALL TO AUDIENCE" portion of the meeting as shown on the meeting agenda.

All public comments should be framed to provide a point of view, to offer valuable information or to express a concern. It is not the practice of Council to respond directly to questions during this portion of the meeting.

In order to be recognized by the Mayor, any citizen who wishes to speak should raise his or her hand and wait to be called upon.

When called on, speakers should provide their name and address. All comments should be directed to the Mayor and Council, not to other audience members.

### Audience Participation Guidelines

#### A. Acceptable Conduct

1. All comments offered by speakers **MUST BE CIVIL AND RESPECTFUL**. Personal attacks on a member of City Council, an officer or employee of the City are prohibited and will not be tolerated. Infractions will result in the loss of remaining time, by order of the Chair, after one warning.
2. Members of the audience are expected to respect the views of others and refrain from interrupting or harassing speakers. Persons who do not follow this or other rules of conduct may be expelled from the council chambers by order of the Chair after one warning.
3. Speakers should not engage in banter with members of the City Council or with other audience members.

#### B. Time limitations

Each audience member may speak **ONE TIME** for a maximum of 2 minutes for PUBLIC COMMENT ON AGENDA and a maximum of 3 minutes for CALL TO AUDIENCE. The City Clerk shall be the time keeper and will announce "TIME" when the allotted time is up. A speaker may not yield time to another speaker.