

RESOLUTION NO. 23-03

A Resolution Setting Policy for Public Participation at City Council Meetings

Be it Resolved by the Governing Body of the City of Sedan, Kansas:

Section 1.

Purpose: The city council welcomes citizen participation at its meetings. The purpose of this Resolution is to establish a policy for citizens to participate in meetings of the city council.

Section 2.

Agenda Requests: The agenda of a meeting shall be set by the city clerk in consultation with the mayor. Persons wishing to have a matter placed on the agenda for a meeting of the city council shall submit an agenda request form to the city clerk at least one week in advance of the city council meeting. It is the role of the city clerk and mayor to evaluate the request and determine whether it is appropriate for the request to first be handled by city staff, be placed on the agenda, or to be otherwise handled.

Section 3.

Public Forum: The agenda of a meeting may include a public forum. The public forum is for the purpose of allowing members of the public who do not have an item on the agenda to express their views on a specific topic (or topics) to the city council for their consideration. Comments shall be limited to a maximum of three minutes. Other than asking for clarification of statements, city council members generally refrain from entering into dialog with speakers. It is not a time to cross examine or demand answers to questions from the city council.

Section 4.

Public Hearings: When a meeting is being held for the purpose of a public hearing or an agenda item requires a public hearing by statute or ordinance, the presiding officer will open and conduct the public hearing. Comments shall be limited to a maximum of three minutes.

Section 5.

Rules of Decorum for Speakers: Any person wishing to address the city council shall adhere to the following rules of decorum:

- a. Be recognized by the presiding officer.
- b. State your name.
- c. Speak in a civil and respectful manner.
- d. When there are a group of people wishing to address the city council on the same subject, the presiding officer may require that the group choose a spokesperson.
- e. Speakers are limited to a maximum of three minutes.
- f. All remarks shall be directed to the city council as a body rather than to any individual city council member, or any member of the city staff, or the audience.

- g. If the speaker has any documents they wish to share with the city council, a copy must be provided to the city clerk.
- h. Speakers shall 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, making comments of a personal nature regarding others, and otherwise shouting, yelling, or screaming.
- i. Once a speaker's time has expired, they shall return to their seat and not engage in further conversation with the city council unless requested to do so.

Section 6.

Rules of Decorum for Attendees: The following rules of decorum shall apply to persons in attendance at a city council meeting:

- a. Adhere to the directions of the presiding officer.
- b. Refrain from disrupting the orderly process of the meeting.
- c. Refrain from addressing the city council without being properly recognized.

Section 7.

Role of the Presiding Officer: The presiding officer shall be responsible for maintaining order and decorum and shall not allow speakers to make personal attacks or inflammatory comments. The presiding officer may determine that the topic of the speaker is such that it should first be handled by city staff before consideration by the city council, and in that event, the presiding officer shall refer the speaker to meet with city staff before addressing the city council. If a speaker or other individual does not follow the applicable rules of decorum, the presiding officer may request that the speaker return to their seat and make no further comments. If a speaker or other individual does not comply with the presiding officer's request, they may be asked to leave, and if necessary, may be escorted from the meeting.

Adopted by the Governing Body of the City of Sedan, Kansas, on this day of September 19, 2023.

ATTEST:
