

## **2.04.130 Public participation.** [Revised 6/22](#)

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A. Rules for Public Participation. There shall be an opportunity for public participation on agenda items and “persons to be heard” at each regular meeting, special meeting, and emergency meeting of the assembly. Agenda items are those appearing on the consent agenda; board, commission, and committee appointments; unfinished business; and new business. Public participation on “discussion/direction/decision” items, under new business, is allowed when authorized by the presiding officer or a majority vote of the assembly.

1. The presiding officer shall instruct members of the public that the testimony time available is not to exceed three minutes per individual on each item, unless the presiding officer imposes other time constraints at the beginning of the agenda item. Such time limits may be overridden by a majority vote of the assembly.
2. No person shall speak during a meeting until that person is recognized by the presiding officer. Upon recognition that person shall state their full name for the record.
3. All persons shall speak to the assembly as a whole and not to individual assembly members, or to members of the public.
4. Assembly members shall refrain from engaging in discussion with the person testifying or answering questions directed by the person testifying.
5. All persons testifying shall immediately cease speaking when notified by the presiding officer that the allotted time has expired.
6. An inquiry made by a member of the public regarding municipal business may be referred to the administrator. An answer shall not be provided at the meeting by the assembly or staff. By majority vote of the assembly, the assembly may direct the administrator or municipal attorney to report back to the assembly regarding the inquiry made by a member of the public at a meeting.

B. Rules of Order and Decorum.

1. The presiding officer shall preserve order and decorum at all times and shall make such rulings as deemed necessary to preserve order and decorum.
2. A member of the public shall not engage in the assembly debate or deliberations.
3. A person addressing the assembly shall not make personal, impertinent, unduly repetitive, slanderous, or profane remarks to the assembly, staff, or general public, nor use loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or otherwise impedes the orderly conduct and decorum of any meeting.
4. All persons attending any meeting must observe the assembly’s rules of procedure and adhere to the same standards of order and decorum as members of the assembly. Persons in the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, clapping of hands, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct and decorum of any meeting.

C. Enforcement of Order and Decorum. At the discretion of the presiding officer or upon majority vote of the assembly, the presiding officer may order the removal of any person committing any of the following acts of

disruptive conduct with respect to a regular meeting, special meeting, emergency meeting, adjourned meeting, or work session of the assembly:

1. Disorderly, contemptuous or insolent behavior toward the assembly or any member thereof, which interrupts the due and orderly course of the meeting;
2. A breach of the peace, boisterous conduct or violent disturbance, which interrupts the due and orderly course of the meeting;
3. Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the assembly; and
4. Any other interference which interrupts the due and orderly course of the meeting.

Any person so removed shall be excluded from further attendance at the meeting from which they have been removed, unless permission to attend is granted upon motion made and adopted by a majority vote of the assembly before the next agenda item.

(Ord. 22-13 § 4, 2022.)