

RESOLUTION NO. 2010-18

A Resolution Setting Policy for Public Participation at City Commission Meetings

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

Section 1.

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

Section 2.

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

Section 3.

Work Sessions: From time to time, the city commission may meet for the purpose of having a work session with city staff, other governmental entities, or other third parties. The purpose of a work session is to provide extended time for material to be presented, reviewed and discussed by the city commission and to consider issues in greater detail than might otherwise be possible at a regular meeting. No binding action may be taken during a work session. Although work sessions are open to the public, public comment at a work session is not warranted unless the presiding officer recognizes a citizen or interested party, or unless a commission member requests that a citizen be recognized.

Section 4.

Regular and Special Meetings: Regular and special meetings of the city commission are meetings for which a set agenda has been established. Persons wishing to address the city commission regarding a specific agenda item shall fill out a request card upon which they will indicate their name, the agenda item wished to be addressed, and then deliver the request card to the city clerk, or in his absence, the city manager. Comments shall be limited to a maximum of

three minutes. Other than to ask for clarification of statements, city commission members generally refrain from entering into dialog with speakers. The purpose of permitting the speaker to make comments is to allow the speaker to present his or her views on a specific topic to the city commission for their consideration. It is not a time to cross-examine or demand answers to questions from the city commission.

Section 5.

Public Hearings: When an agenda item requires a public hearing by statute or ordinance, the presiding officer will open and conduct the public hearing. Those citizens wishing to speak at a public hearing are not required to fill out and submit a request card, but all other rules of decorum shall apply, including the policy of limiting a speaker to a maximum of three minutes.

Section 6.

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

- a. Be recognized by the presiding officer.
- b. State your name.
- c. Speak from a podium or other area designated by the presiding officer.
- d. Speak in a civil, non-argumentative, and respectful manner.
- e. When there are a group of persons wishing to address the city commission on the same subject, the presiding officer may require that a spokesperson be chosen for the group.
- f. Speakers are limited to a maximum of three minutes unless circumstances dictate otherwise, and in that event, the presiding officer, or other member of the city commission, may request that additional time be granted to the citizen speaker.
- g. All remarks shall be directed to the city commission as a body rather than to any individual city commission member, or any member of city staff or of the audience.
- h. If the speaker has any documents that he or she wishes to share with the city commission, a copy must be provided to the city clerk.
- i. 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.

j. Once a speaker's time has expired, the speaker shall return to his or her seat and not engage in further conversation with the city commission unless requested to do so.

Section 7.

Role of 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 be first handled by city staff before consideration by the city commission, and in that event, the presiding officer shall refer the speaker to meet with city staff before addressing the city commission. If a speaker does not follow the applicable rules of decorum, the presiding officer may request that the speaker return to his or her seat and make no further comments. If a speaker or other individual does not comply with the presiding officer's request, he or she may be asked to leave, and if necessary, may be escorted from the meeting.

Section 8.

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

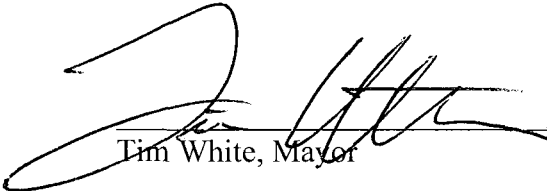
- a. Adhere to the directions of the presiding officer.
- b. Refrain from commenting, clapping, shouting, booing or other inappropriate or disruptive behavior.
- c. Refrain from private and disruptive conversations during meetings.
- d. Refrain from addressing city commission members without being properly recognized.
- e. Come and go from the meeting in the least disruptive manner as possible.
- f. Turn off or silence all cell phones and pagers.
- g. Do not wear or display any campaign placards, banners or signs in the city commission meeting room.

Section 9.

Agenda Item for "Public Concerns:" At regular meetings of the city commission, the last

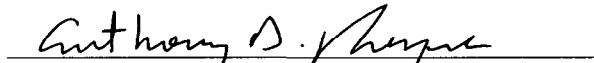
item on the agenda may be titled "Public Concerns." Those persons wishing to make comments under this agenda item shall follow the procedure for public comment on agenda items which requires filling out and submitting a request card setting forth the topic about which the person desires to speak.

Adopted by the Governing Body of the City of Independence, Kansas, on the 13th day of
MAY, 2010.



Tim White, Mayor

ATTEST:



Anthony D. Royse, City Clerk

