

CITY OF KIRKWOOD
CITY COUNCIL MEETING
GUIDELINES FOR CITIZEN PARTICIPATION

Welcome to tonight's Kirkwood City Council meeting. Citizens are invited to address the City Council during the Public Comment portion of the agenda or during any Public Hearing that may be presented to the City Council if the comments are substantive to the hearing. In an effort to make tonight's meeting efficient and meaningful to all who are present in the audience, the following guidelines apply when addressing the City Council:

PUBLIC COMMENTS:

1. If you would like to address the City Council on any item other than a matter scheduled for a Public Hearing, please complete a **Public Comment Card** before the meeting starts and present it to the Police Officer or City Clerk. Speakers will be called in the order of card numbers and subject.
2. The area behind the last row of seats at the rear of the chamber has been designated as a media area. All video devices must be placed in this area, unless otherwise permitted by the court officer or city clerk. With the exception of credentialed news media, video equipment must be set up prior to the beginning of the meeting and remain in this area until the meeting has concluded to avoid interrupting the proceedings.
3. If you are able, once your name is called, please make your comments from the freestanding microphone at the front of the room. If you are unable to do so, you may address the City Council from your seat; however, please speak loudly so that the City Council can hear you.
4. A time limit of three minutes is given to anyone wishing to address the City Council. A City staff person will be responsible for timing speakers. There will be a tone that will advise the speaker when 30 seconds remains. Another tone will sound when the allotted time has expired.
5. It is the Council's policy to not respond or engage in dialogue with speakers concerning their issues, but to take them under consideration. The Mayor may direct speakers to the City Clerk or an appropriate City department for help with their issue subsequent to the meeting.
6. Display materials may be used as part of your remarks and shall be displayed on the easel provided by the City located by the freestanding microphone. Display materials must be placed to face the council and not the audience. The time to set up and take down display materials is included in the three-minute time limit.
7. If you have materials that you want distributed to the City Council, please present the materials to the City Clerk who will immediately distribute the material.
8. Speakers must be respectful to the City Council, staff, and others in the audience. Therefore, any speaker who uses foul, abusive or inappropriate language, displays or other support materials will be stopped and will not be allowed to continue with his/her comments. The speaker will be ordered to leave the microphone area and directed to be seated. If the speaker refuses to comply with these directives, the speaker may be ordered to leave the building.
9. The Mayor has the right to stop any speaker from making comments on any subject that is not presently pending before the City Council after that speaker has made the comments more than 10 (ten) times cumulatively on the same general topic at prior council meetings.

Public Hearing Guidelines are on the back of this Page →→→

PUBLIC HEARINGS:

If you wish to speak on a matter that is the subject of a Public Hearing before the City Council, first complete a **Public Comment Card** prior to the beginning of the meeting and present it to the Police Officer or the City Clerk. The process is as follows:

1. The Mayor identifies the item that is being addressed in the Public Hearing;
2. The City Attorney is asked to enter exhibits into the record;
3. The petitioner is invited to make a presentation regarding the issue being presented to the City Council;
4. The City Council may ask questions of the petitioner regarding the issue;
5. Those wishing to speak on the issue, either to ask a question or to speak in favor or against the issue will be called upon by a City staff person in the order of card numbers. **Please adhere to the following rules:**
 - a) Names on **Public Comment Cards** will be called in the order of card numbers.
 - b) If you are able, please make your comments from the freestanding microphone at the front of the room. If you are unable to do so, you may address the City Council from your seat; however, please speak loudly so that the City Council can hear you.
 - d) Display materials may be used as part of your remarks and shall be displayed on the easel provided by the City located by the freestanding microphone. Display materials must be placed to face the council and not the audience unless the petitioner has two sets of plans.
 - e) If you have materials that you want distributed to the City Council, please present the materials to the City Clerk who will immediately distribute the material.
 - f) Speakers must be respectful to the City Council, staff, the petitioner, and others in the audience. Therefore, any speaker who uses foul, abusive or inappropriate language, displays or other support materials will be stopped and will not be allowed to continue with his/her comments. The speaker will be ordered to leave the microphone area and directed to be seated. If the speaker refuses to comply with these directives, the speaker may be ordered to leave the building.
6. The City Council may ask any follow-up questions of the petitioner;
7. The City Council determines if the legislation will be placed under New Business on tonight's agenda for its first reading (bills require two readings for passage); and
8. Some public hearings cover controversial issues. In an effort to foster an atmosphere that recognizes all viewpoints, please be respectful of those speaking on an issue, even if their views differ from your own. Please avoid clapping or booing in response to comments made by others. If you wish to comment on an issue, please make sure to use appropriate language and address the Council, not the audience, during your remarks.