



TIME LIMITS FOR SPEAKERS AT COUNCIL MEETINGS

POLICY

In order to encourage well-organized presentations and to minimize repetitive input, the City Council approved time limits on the length of presentations and public comments to the City Council. The time limits are intended to help streamline the Council meetings and to be fair to all who wish to speak.

PROCEDURE

1. Public information included on the cover page for the Agenda and the Notice of Procedures (placed in Council Chambers, City Clerk's Office and sent with Public Hearing notices):
 - ◆ Explains the time limits set for speakers,
 - ◆ Encourages individuals and groups to provide written comments for inclusion in the Council agenda,
 - ◆ Encourages groups to appoint a spokesperson,
 - ◆ Requests that speakers present new material and avoid repetitive comments.
2. The following time limits will be strictly enforced by the Mayor to ensure equal opportunity and treatment of all speakers:
 - ◆ 10 minutes: Presentation of Applicant/Appellant/Challenged Party
 - ◆ 3 minutes: All other Speakers. This includes comments on individual agenda items, comments under Public Presentations, and rebuttal (closing statement) in Public Hearings and Appeals

Exceptions: Hearings to revoke licenses or permits conducted pursuant to Article VI ("General Characteristics of License or Permit; Suspension Procedure") of Chapter 2 of the City Code are exempt from the above time limitations. In addition, on all matters the City Council expressly retains the discretion to extend these time limits when deemed appropriate.

3. There is a speaker timing/lighting system on the podium. A green light indicating the beginning of the time period will come on as the speaker begins; a yellow light will appear when 30 seconds remain; a red light will come on, accompanied by a buzzer, at the end of the time period. A digital display counts down the available time for the speaker, the public, and Council Members to see.

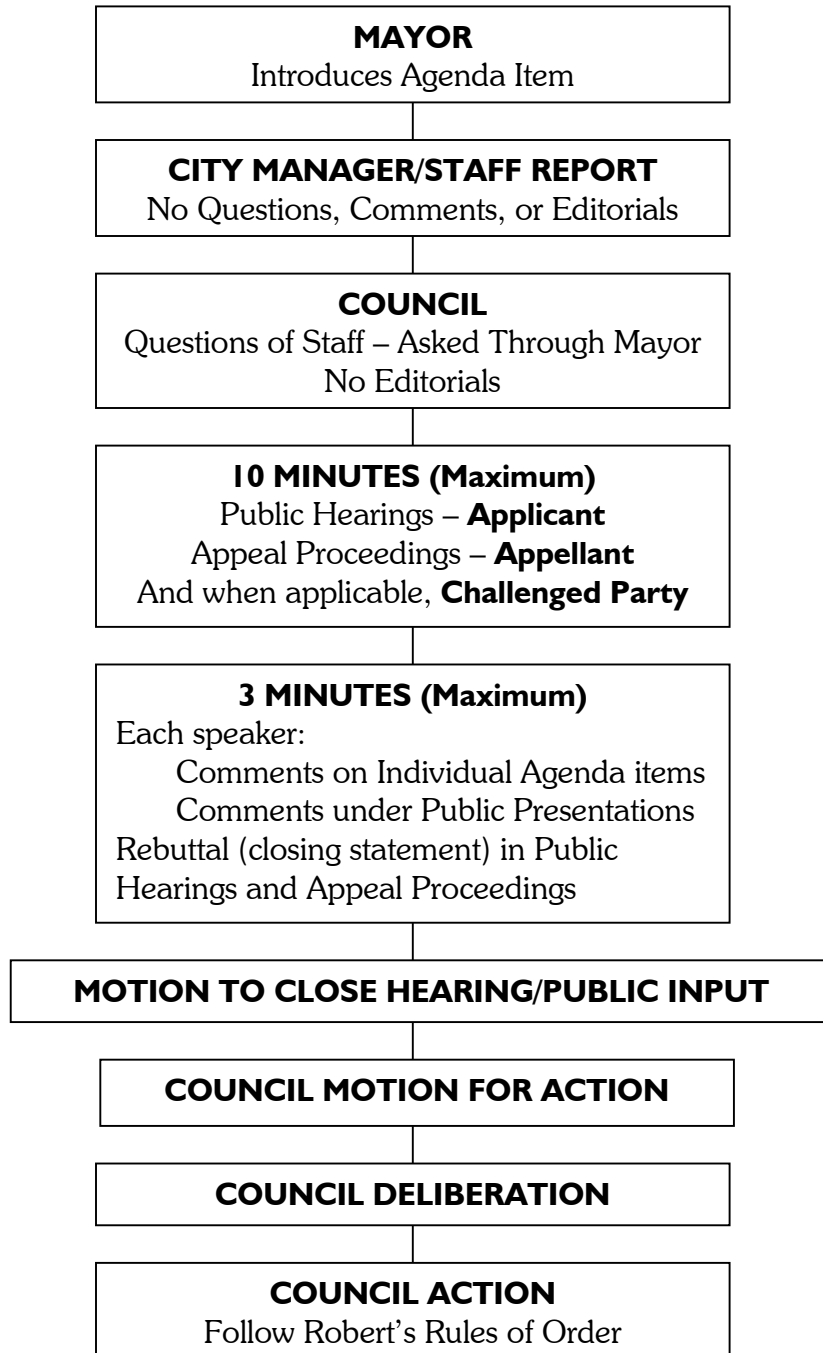
Reference:

City Resolution No. 7047



TIME LIMITS FOR SPEAKERS AT COUNCIL MEETINGS (cont.)

MEETING PROCEDURES FOR EACH AGENDA ITEM



Use of Gavel by Mayor