

**RULES OF PROCEDURE FOR PUBLIC HEARINGS AND THE
PORTIONS OF MEETING DURING WHICH PUBLIC COMMENT
IS ALLOWED**

- (a) A roster shall be maintained of persons who wish to speak for every public hearing and open forum. Only persons who have signed the roster shall be allowed to speak at the hearing or forum. Persons shall be given the floor to speak in the order in which their names appear on the roster.
- (b) The podium shall be used by all individuals who desire to speak before the council or commission. Only one person may speak at a time. Citizens shall be limited to five minutes each. If more than six individuals have signed up to speak, the time limit will be reduced to four minutes. If ten or more individuals sign up to speak the time limit will be reduced to three minutes.
- (c) Once all citizens have had an opportunity to speak, the public comment portion of the meeting shall be concluded. Each member of the public body shall be given an opportunity to comment, one member at a time. Once each member has had an opportunity to speak, additional comments may be made by each member, in accordance with the public body's normal rules of procedure.
- (d) Public Officials will not comment during open forum.

