

# How to Participate and Submit Comments

## HOW TO SPEAK AND PARTICIPATE AT THE MEETING

Submit a Request to Speak form to the City Clerk before the close of the public comment period on an item or before the close of the general Public Comment period for non-agenda items.

**Time Allotted for Speaking** (*subject to change by the presiding officer*)

- Consent Calendar (any or all items): 1 minutes
- Agenda Items (not on Consent): 3 minutes
- General Public Comment (not on agenda): 3 minutes

No person may yield speaking time to another person.

Individuals who use a translator will receive twice the amount of time to ensure that non-English speakers receive the same opportunity to address the City Council.

### **General Public Comments**

Thirty minutes are scheduled for the public to address the City Council on any matter within the jurisdiction of the City Council that is not on the agenda. An issue raised by a speaker may be referred to the City Manager. No action may be taken by the Council at this time.

### **Signs**

Signs and visuals may be held by members of the public, as long as they don't block the view of other meeting attendees or otherwise interrupt or disrupt the orderly conduct of the City Council meeting.

## CONDUCT DURING THE COUNCIL MEETING

Any person who engages in disorderly behavior that actually disrupts, disturbs or otherwise impedes the orderly conduct of any City Council meeting shall, upon an order by the presiding officer or a majority of the Council, be barred from further audience before the City Council during that meeting.

**Disorderly Conduct Includes (but is not limited to):**

1. Speaking without being recognized by the presiding officer.
2. Continuing to speak after the allotted time has expired or has been paused.
3. Speaking on an item at a time not designated for discussion by the public of that item.
4. Throwing objects.
5. Speaking on an issue that is not within the jurisdiction of the Council.
6. Attempting to engage the audience rather than the Council.
7. Addressing staff members or individual Councilmembers directly rather than the Council as a whole during the public comment period.
8. Refusing to modify conduct after being advised by the presiding officer that the conduct is disrupting the meeting or disobeying any other lawful order of the presiding officer or a majority of the Council.
9. Engaging in behavior that constitutes a use of force or a true threat of force.