

# RESIDENT ENGAGEMENT MEETING GUIDELINES

In Washington State, council meetings are bound by parliamentary principles; which provide the rules and guidelines for the conduct of public meetings.

## MEETING STRUCTURE

- Mayor is the presider of the meeting
- Agenda is to be followed, may be changed by Council
- Comments or behavior not allowed:
  - Name-calling or personal attacks; obscene or indecent remarks; derogatory comments to personalities
  - Advertising or promoting the sale of products, services or private enterprise
  - Promotion of candidates running for public office, upcoming ballot measures, contest or lotteries
  - Any speech/actions that disrupt or impede the orderly conduct of the public meeting
- Comment periods are provided at the beginning and close of Council meetings for one-way communication to Council, although public comment periods in public meetings are not a requirement



## PUBLIC COMMENT GUIDELINES

- Comment time-limit is 3 minutes; state what you support, oppose, suggest, or are calling attention to
  - Clearly state your name and city of residence (note- some with Camas addresses are Vancouver residents – in that case your city of residence in Vancouver. Contact City Clerk for more information)
- Address comments to “Council”; not individual members, staff, or audience members
- Handouts may be distributed to supplement your comment
- Comment time may NOT be added to/donated to other speakers
- If a response is requested, contact the city at [administration@cityofcamas.us](mailto:administration@cityofcamas.us) or 360-834-6864
- Per Resolution 20-005, comments are a one-way communication to → Council
- Mayor will terminate comments beyond allotted time, or violate comment/behavior guidelines
- To address Council outside of speaking in public, email [publiccomments@cityofcamas.us](mailto:publiccomments@cityofcamas.us), or mail/deliver to City Hall 616 NE 4<sup>th</sup> Avenue

## SUGGESTED PREPARATIONS

- Before addressing issues in a public meeting, consider [contacting staff](#) first, and if no satisfied resolution, contact your [Council representative](#) directly
- Comments about Public Hearing items, are to be made during that portion of agenda
- Quasi-judicial items not allowed during City Council public comment periods; utilize the avenue specified for those
- For well-organized comments, it’s recommended to prepare them in writing:
  - “I am here to support/oppose/call attention to ...”
  - State why you are making this point; so Council is aware of reasons for concern
  - State what will be changed or improved if your viewpoint is considered
  - State what you would like Council to consider doing in response to your viewpoint

