

RESIDENT - PUBLIC 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 via Council motion
- 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 as a forum to hear from residents; although public comment periods in public meetings are not required



PUBLIC COMMENT GUIDELINES

- Clearly state your name and address
- Address comments to Council as a whole; not individual members, staff, or audience members
- Keep comments to 3 minutes stating what you: support, oppose, suggest, or are calling attention to
- Handouts may be distributed to supplement your comment
- Comment time may not be added to/donated to other speakers
- If a response is requested, state that during your comment and provide the preferred form of contact
- Per Resolution 20-005, no responses to comments or questions are provided during public comment
- Mayor will terminate comments beyond allotted time, or if there is a violation of the comment/behavior guidelines
- To address Council outside of the public comment period at a meeting, email publiccomments@cityofcamas.us within the posted timelines, or mail/deliver comments to City Hall, 616 NE 4th Avenue

SUGGESTED PREPARATIONS

- Before addressing issues in a public meeting, consider contacting City staff first. If it is not resolved to satisfaction, contact your Council representative directly
- Comments about Public Hearing items are to be made during that portion of agenda only
- Quasi-judicial items are not allowed during City Council public comment periods; utilize the avenue specified for those (consider including an example of quasi-judicial?)
- 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