

City of Diamondhead, MS
Request for Council Action

TO: Mayor/Council/City Clerk

FROM: Councilmember Austin Clark

DATE: May 15, 2024

Ordinance Resolution Agreement Info Only Work Session Other

AGENDA LOCATION: Consent Agenda Regular Agenda

AGENDA DATE REQUESTED May 21, 2024

Motion to approve a text amendment to Ordinance 2019-003 – Procedural Ordinance

REQUIRED SIGNATURE

REQUESTED BY: Austin Clark

COUNCIL ACTION: Approved Denied Tabled/Deferred Info Only Completed:

Guidelines for Public Comment

Time Considerations:

- 1) The Public Comment Period will be placed on all agendas for public meetings
- 2) The time limit for each individual (whether speaking in person or by Zoom/remote participation) to speak is 3 minutes.
- 3) Where the total time for public comment has exceeded 30 minutes, Council reserves the right, by majority vote, to end the public comment period, but will allow remaining speakers the option to participate in public comment at the next regularly scheduled Council meeting and/or submit their comments in writing after the meeting.
- 4) Council cannot guarantee all who register will be called upon. However, all public comment submissions sent via email (at least four hours in advance of the meeting) will be collected and provided to the Council at the conclusion of the meeting.
- 5) Speakers may not give (Donate) their time to other people.

Submitted Written Public Comments:

- 1) Includes comments submitted in written form via US Mail, electronic delivery, and hand delivered correspondence.
- 2) The person submitting the comments must identify himself or herself by name and address, anonymous comments will not be read.
- 3) Comments must be received by the City Manager and/or City Clerk, at least four hours in advance of the meeting.
- 4) Only comments which request to be read into the record shall be read aloud at the meeting.
- 5) The chair may summarize other written correspondence at his/her discretion.
- 6) The time limit of 3 minutes shall also apply for submitted letters (read aloud).
- 7) All comments must address a topic related to city governance.

Guidelines for Public Comment Period And Public Hearings:

The City Of Diamondhead encourages the public to participate in the process of open government and offers the following guidelines with respect to public comment for the purpose of conducting orderly meetings. These guidelines shall typically be adhered to but are not meant to be inflexible or mandatory rules on Council.

Guidelines:

- 1) Sign-up sheets for speaking during the public comment period and public hearings will be available before the start of the meeting.
- 2) Citizens may not sign up on behalf of others.
- 3) For the public comment period, each speaker is allowed three minutes, unless time is extended by the Council majority.
- 4) Speakers are not permitted to comment during the public comment period on topics that come up later as a public hearing item.
- 5) If there is a planning item on the agenda which had a public hearing as part of the process with the Planning Commission, the presiding officer will not ask for public comment, as the opportunity to do so was made available at the public hearing with the Planning Commission.
- 6) All remarks should be addressed to the Council as a whole.
- 7) Public comment periods are opportunities for the Council Members and leadership in Diamondhead to hear from the residents. Council Members/City Staff will not entertain questions from the public nor engage in discussion with those who seek to make comment. However, the chair may provide brief factual information, if appropriate.
- 8) Speakers shall refrain from comment or behavior that involves: Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on personalities
- 9) Any person who engages in speech or action as described in Section 8 when such speech or action disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting, may, at the discretion of the Council, be barred from further audience during that meeting.
- 10) City Staff will be ready to note input or questions from the public and may provide responses, or arrange for one-on-one follow up with a speaker, where appropriate, at a later date. City Staff will not be called upon to, and shall not, give public answers on the spot.
- 11) In addition to the limits specified above, the council may vote to set other reasonable, viewpoint-neutral limits to prevent disruption of Council business.

Behavioral Expectations (Council and Public):

- 1) Speak in a civil and respectful manner and encourage members of the public to do the same.
- 2) Refrain from using profanity; language likely to incite violence or outbursts from the audience, language that is disruptive to the orderly process of the meeting; engaging in conversations with individual councilmembers, making comments of a personal nature regarding others; shouting, yelling or screaming.
- 3) The chair may caution or limit demonstrations (booing, hissing, and clapping)
- 4) Members of the public do not have the right to disrupt the meeting.
- 5) Disruptive members of the public will be given three warnings to cease from the disruptive behavior before being asked to leave the meeting.
- 6) Any person engaging in threatening speech or conduct will be required to leave the meeting immediately.
- 7) Speakers will not continue to address the City Council once they have left the podium and will not engage in conversation with Councilmembers from their seat.

This document is intended for discussion and is subject to changes to better fit the needs of Diamondhead's Council meeting needs. Not an official Document - Austin Clark