



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager ~~/s/~~

DATE: August 26, 2024

RE: **City Commission Rules of Order Policy Amendment**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the City Commission Rules of Order policy amendment.

DISCUSSION:

The City Commission adopted a “City Commission Rules of Order” policy on July 28, 1997. Section 8.0 of the policy addresses Citizen’s Rights. The City’s attorney, Nick Curcio advised me that the council should adopt the public participation language. I’m recommending section 8, titled Citizen’s Rights, be replaced with Public Participation. Also, sections 8.1 through 8.4 be replaced with Attorney Curcio’s recommendations below:

Audience members' comments shall be limited to the designated public comment periods and public hearings set aside on the agenda. Comments during a public hearing must be pertinent to the specific matter being considered by the council.

Anyone wishing to speak shall approach the podium and will be requested to state their name and address. Members of the public may not address the council from any location other than the podium.

If a speaker wishes to submit written comments or other written materials to the council for consideration during a meeting, he or she shall request permission to provide such materials to the city clerk, who shall then distribute them to the council.

Public comment periods and public hearings are intended for oral and written comments only. Members of the public who wish to present PowerPoint presentations or other audio-visual materials may request permission to do so by contacting the City Clerk in advance of the meeting.

Public comment periods and hearings are opportunities for the public to express their opinions. You will be asked to introduce yourself and keep your comments to three minutes. The Council will listen to your comments, and if a response is needed, the City Manager will contact you to update or respond within seven business days of the meeting.

Comments must (i) be loud enough to be audible but not so loud as to be inappropriate for a meeting, (ii) **not be profane, threatening, slanderous, or sexually explicit**, (iii) not be addressed to anyone other than the Council or the Mayor, and (iv) be given only by a single speaker at a time (except when the speaker requires assistance). Comments must not include demonstrations or materials that, when used, could be hazardous or unduly disruptive to the meeting.

If a group of citizens of the organization would like to address the Council, they will be asked to appoint one person to address the Council once the Mayor has recognized them.

The Mayor shall have the discretion to curtail repetitive public comments and may limit public comments that are so prolonged as to unduly interfere with the council's ability to address other items on the meeting's agenda.

Members of the public shall not disrupt council meetings by making comments, gestures, or other engaging in other disruptive behaviors from the audience seating section.

RECOMMENDATION:

The Hartford City Commission approves the abovementioned City Commission Rules of Order policy amendment.