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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PUBLIC SPEAKING POLICY  
**DATE:** MARCH 11, 2025

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As the City continues to grow, the City Council helps direct staff through policy creation that allows staff to know how to carry out the Council's vision. In the same way, the City Council can create policy to ensure that members of the public know what the rules are for speaking during public meetings so that everyone is given an equal opportunity for sharing the opinions in a safe environment.

To that end, I have created the attached draft policy for speaking during public meetings, be they City Council meetings or during board/commission meetings. Much of what is currently done in meetings is found in the policy, including the need for the speaker to state their name/address and for a time limit of up to five minutes. The policy does allow for the board chair to shorten the time limit at their discretion for specific meetings. This would generally be done if there is a very large number of speakers.

The biggest change would be the requirement for people to submit their name/address to the Council prior to speaking. For scheduled public hearings, the deadline would be to sign-up prior to the meeting starting with the name and address. For matters not on the agenda, the deadline would be the Friday prior to the meeting with their name, address, and subject to which they will be speaking.

These changes will continue to allow people the opportunity to speak while also allowing staff to properly document the people who are speaking for the public record. It will also ensure that should the Council wish to follow up on items spoken about, staff has contact information for people should staff need to reach out.

In addition to providing direction on how to participate, the policy will also describe the rules of conduct for a meeting. If passed, these rules would be posted outside the Council chambers so that the public is made aware of the rules for conduct and allow a board chair to properly control a meeting should a situation escalate.

### **Recommendation**

Staff recommends approval of the attached public speaking policy, effective immediately.