

**CITY OF NEW PRAGUE
SPEAKING DURING PUBLIC MEETINGS POLICY**

Date: March 3, 2025

Subject: Speaking During Public Meetings

Purpose and Need for Policy

The New Prague City Council encourages public input at appropriate and scheduled times. To ensure all have an opportunity to speak and to allow the Council, boards, and commissions of the City of New Prague the ability to conduct business, the City Council has established the following public participation rules. These rules apply to all City of New Prague public meetings. Failure to comply may result in expulsion from the council chambers or meetings rooms.

Rules for Participation

- All speakers are allowed up to five minutes to speak. The length of time allowed may be shortened at the discretion of the chair and shall apply to all speakers at the given meeting where the time has changed.
- All speakers shall state their name and full address before speaking.
- For any comments on issues not on the agenda, no immediate action shall be taken. Future discussion shall be scheduled during a future meeting should the Council wish to discuss further.
- All speakers shall submit their name and address to the Council prior to speaking:
 - For Scheduled Public Hearings: Participants shall sign-in prior to the start of the Council meeting with their name and address.
 - For Public Invited to be Heard on Matters not on the Agenda: Participants shall submit in writing their name, address, and the subject and purpose for addressing the Council by 3:00 PM on the Friday prior to the scheduled Council meeting.

Rules of Conduct

- Unless permitted, everyone should remain seated, not block any doorways, and not enter the space forward of the speaker's podium. No movement of chairs is allowed.
- Speakers shall not make personal attacks, air personality grievances, make political endorsements, or make political campaign statements.
- Audience members shall not engage in disorderly conduct, including using loud, threatening, or abusive language; whistling; clapping; stamping of feet; repeatedly waving arms; or other disruptive acts or gestures.
- All demonstrations that disrupt or impede the orderly conduct of meetings are prohibited.
- Photographs, audio, and video may be taken from an available public seat or from the rear of the meeting room. This activity shall not be conducted in a manner that disturbs or disrupts the audience, speakers, or councilmembers or otherwise disrupts the meeting.
- Animals are prohibited in the council chambers except for trained services animals as defined under state and federal law.
- The mayor or chair shall be responsible for maintaining the order of all meetings and has the following powers:

- To issue a verbal warning to a person violating these rules;
- To exclude a person from the remainder of the meeting if, after a warning, a person continues to violate the rules; and
- To recess or adjourn the meeting for safety reasons.
- Repeated violations of these Rules of Conduct may result in the exclusion of a person from future public meetings conducted by the City of New Prague for a period specified by the City Council.

Effectiveness

- 1) This policy shall take effect starting April 1, 2025.