

CHAPTER 7
Section 8

MEETING RULES AND ORDER

PUBLIC COMMENTS

7.8.1 PURPOSE

These procedures are established to provide an orderly method for the city council to receive comments from the public on specific agenda items and general matters at public meetings. Public presentations to the city council shall be in accordance with the following rules and guidelines, which shall be enforced by the presiding officer:

7.8.2 PUBLIC COMMENTS

A. Public Comments (Before “Public Hearings”) on General Items Not Listed on the Agenda

1. Individuals present at the meeting who wish to address items not specifically listed on the agenda will be given the opportunity to address the city council under the agenda heading of “Public Comments” before the heading of “Public Hearings”;
2. Individuals may request to speak by completing a “Public Comment Card” (orange) at the meeting and submitting it to the clerk on duty;
3. The speaker shall be limited to three (3) minutes. Time may not be donated to another speaker and the speaker will be allowed to address the Council only once under the agenda heading of “Public Comments”. There will be no substitutions or pooling of speakers;
4. The city council and city staff may respond immediately to the comments.

B. Public Hearing Items

1. Individuals addressing “Public Hearing” items do not have to ask for nor complete a “Public Comment Card” for time to address the city council prior to the meeting;
2. Individuals present to address specific agenda items listed under “Public Hearings” will address the city council, using the guidelines established for same, at the time the item is considered by the city council;
3. The presiding officer will read the agenda item being considered, open the public hearing, and ask for public comments “for” or “against” the item. Individuals wishing to address council will raise their hands at the appropriate time and the presiding officer will call upon the individuals to approach the lectern;

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4. Items prefaced by the symbol '♣' are quasi-judicial and >>reflected as "Quasi-Judicial Proceeding" on the agenda<< shall follow the quasi-judicial process pursuant to Chapter 59 of the Code of Ordinances. Individuals wishing to speak on these items are required to complete an "Oath - Speaker Card" (blue) at the meeting and submit it to the clerk on duty.
5. The city council may recall an individual to provide additional information or to answer questions.

C. Agenda Items Listed Under Consent Agenda

1. The city council >>may remove any item from the consent agenda for separate discussion.<<
2. >>The city council may also remove any items from the consent agenda for separate discussion if an individual present at the meeting submits a public comment card to address same under the Public Comment section of the agenda<<.
- ~~2. The presiding officer may allow a speaker who has completed a public comment card on an agenda item under consent agenda to address the city council prior to action being taken on the consent agenda. If the city council indicates that it has no discussion on the item after the speaker addresses the council, it will remain on the consent agenda;~~
3. The speaker shall be limited to three (3) minutes. Time may not be donated to another speaker and the speaker will be allowed to address the Council only once under the agenda item. There will be no substitutions or pooling of speakers;
4. The city council may recall an individual to provide additional information or to answer questions.

D. Specific Items on the Written Agenda Other than Public Hearings

1. Individuals may call the office of the city clerk by 2:00 P.M., two (2) business days prior to the day of the public meeting, to arrange to address the city council on a specific item on the written agenda. Individuals meeting this deadline will be allowed up to five (5) minutes to make their presentation to council;
2. Individuals may request to speak on a specific item on the written agenda by completing a "Public Comment Card" at the meeting, and submitting it to the clerk on duty no later than 7:30 P.M.;
3. The speaker shall be limited to three (3) minutes. Time may not be donated to another speaker and the speaker will be allowed to address the Council only

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once under the agenda item. There will be no substitutions or pooling of speakers;

4. The city council may recall an individual to provide additional information or to answer questions.

~~E. Public Comments (After "Administrative and Legal Reports") on General Items Not Listed on the Agenda~~

- ~~1. Individuals who wish to address items not specifically listed on the agenda will be given the opportunity to address the city council under the agenda heading of "Public Comments" at the end of the meeting;~~
- ~~2. Individuals may request to speak by completing a "Public Comment Card" at the meeting and submitting it to the clerk on duty;~~
- ~~3. After all individuals submitting a public comment card have spoken, the presiding officer shall ask for the raise of hands from other individuals who may wish to speak.~~
- ~~4. The speaker shall be limited to three (3) minutes. Time may not be donated to another speaker and no speaker may speak more than once under the agenda heading of "Public Comments" at the end of the meeting. There will be no substitutions or pooling of speakers;~~
- ~~5. The city council may recall an individual to provide additional information or to answer questions.~~

E. Addressing the City Council

1. Individuals shall come to the lectern and clearly state their name and address for the record as well as printing the information on the "sign-in" sheet provided on the lectern if a public comment card was not submitted;
2. All comments shall be addressed to the council as a body and not to any individual member thereof;
3. All questions directed to the city council shall be addressed through the presiding officer;
4. Groups are encouraged to select a representative to conserve time and avoid repetition. No person will be denied the privilege of speaking as long as he/she meets the above requirements;
5. The presiding officer, by virtue of the office, may implement other rules of procedures to assure fair hearing to all who are present as speakers and members of the audience.

7.8.3 ADDRESSING PUBLIC COMMENTS

The city council may address the comments from the public as stated above. There shall be no input or additional remarks from the audience while council is addressing comments. The council may recall an individual to the lectern to provide additional information or to answer questions.

7.8.4 ACTION ON ITEMS

The council shall not take formal action upon issues or matters presented by the citizenry under public comments at the same meeting. If formal action is required, the item will be scheduled for the next regular council meeting for consideration. Items not requiring council action shall be directed to the city manager for consideration and further action. Council may, by a majority vote, act on items that are declared by council to constitute an emergency.

7.8.5 WORKSHOPS AND SPECIAL MEETINGS

A. Public comments at workshops shall be entertained as follows:

1. Public comments shall address only those items specifically listed on the agenda;
2. Individuals wishing to address council will raise their hands at the appropriate time and the presiding officer will call upon the individuals to approach the lectern;
3. The speaker shall be limited to three (3) minutes. Time may not be donated to another speaker;
4. The city council may recall an individual to provide additional information or to answer questions.

B. Public comments at special meetings shall be entertained as follows:

1. Public comments shall address only those items specifically listed on the agenda;
2. Individuals wishing to address council will raise their hands at the appropriate time and the presiding officer will call upon the individuals to approach the lectern;
3. The speaker shall be limited to three (3) minutes. Time may not be donated to another speaker;
4. The city council may recall an individual to provide additional information or to answer questions;