

# City of Clarkston

## PUBLIC COMMENTS POLICY

Adopted: May 7, 2019

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The Public Comments portion of City meetings is reserved exclusively for comments from the public, and is not intended for immediate reply. Statements made during the Public Comments portion do not necessarily reflect the Opinions of the Council or the Administration of the City Government.

### **WORK SESSION - MEETING ATTENDEE COMMENT POLICY**

Any member of the public may address questions or comments to the Council referencing only agenda items after the Mayor and council have had the opportunity to discuss the agenda item. Each Speaker will be limited to 3 minutes for comments and will be allowed to speak only once on an issue. The purpose of public comment is to allow the public an opportunity to voice city-related requests, concerns or opinions during the public comment portion of the work session.

### **CITY COUNCIL - MEETING ATTENDEE COMMENT POLICY**

Any member of the public may address the Council, during the time allotted for public comment. Each Speaker will be limited to 3 minutes for comments and will be allowed to speak only once during the Public Comment period. The Total Public Comment period will be limited to 40 minutes. The purpose of public comment is to allow the public an opportunity to voice city-related requests, concerns or opinions; it is not a time for dialogue. The City Council shall not take action relative to any public comment during this meeting. If your public comment contains a series of questions, you can provide those questions to the City Clerk in writing. This will facilitate follow-up by appropriate council or staff person. The City Council desires to allow an opportunity for public comment; however, the business of the City must proceed in an orderly, timely manner.

# City of Clarkston

## RULES OF DECORUM

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- 1) All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
- 2) When speaking, always talk directly into the microphone and begin by stating your name, full address and the name of any organization you represent.
- 3) Prolonged conversations shall be conducted outside Council Chambers.
- 4) Speakers will only have the opportunity for one public comment per meeting.
- 5) Clapping, whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
- 6) No person attending a Council or Board meeting is to harass, annoy or otherwise disturb any other person.
- 7) Only those individuals who have submitted speaker forms and who have been recognized by the Mayor (or Chair) may address comments to the Council (or Board).
- 8) Public Comment (Not Public Hearings): Comments under public comment shall be limited to subjects not being considered by the Council or Board as an advertised Public Hearing
- 9) Public Hearings (Not Public Comment): The public will be expected to follow the Rules of Decorum when addressing the Council or Board during an advertised Public Hearing and will be subject to the additional rules and regulations outlined in the "Public Hearings Comment Policy" adopted by the City Council of the City of Clarkston, GA.
- 10) Citizens Comments shall be directed to City issues and to the Council or Board.
- 11) All public comments shall avoid personal attacks, abusive language and redundancy. Insults, attacks of a personal nature directed toward the Mayor, Council or at any staff member will not be permitted.

Anyone found to be disruptive or in violation of this policy may be asked to immediately cease speaking and yield the podium. If the individual continues to be disruptive or fails to yield the podium, they may be asked to remove themselves from the Council Chambers. Failure to do so on their own may cause the party or parties to be removed from the Council Chambers.