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**Sec. 2.045. Citizen comment period, public hearings, and question and answer session with the press and public.**

- (a) Members of the public may address the city council or a city board or commission at the following times during a regular meeting, work session meeting, or workshop meeting:
  - (1) During the citizen comment period, if such a period is on the agenda for the meeting;
  - (2) During a public hearing on an agenda item;
  - (3) During the Question and Answer session with the Press and Public; or
  - (4) At other times with the permission of the presiding officer.
- (b) Members of the public who wish to address the council or a board or commission during the times authorized in subsections (a)(1) and (3) must:
  - (1) For a council meeting, sign up prior to the meeting or any posted deadline either online or at the city clerk's office;
  - (2) For a planning and zoning commission meeting, sign up prior to the meeting or any posted deadline either online or at the office of the Planning and Development Services Department; or
  - (3) For any other board or commission, sign up in accordance with the adopted procedures for such board or commission.
- (c) Members of the public will be given one opportunity to speak during each of the Citizen Comment period, Public Hearings, and Question and Answer session with the Press and Public agenda items. If a speaker speaks during the citizen comment period on a topic listed on the agenda, including a public hearing topic, the person should not repeat the same comments during the public hearing,
- (d) When called upon by the presiding officer, speakers must state their name, and for a public hearing, also state their address.
- (e) Speakers must limit their remarks to three minutes. The allotted time will commence from the beginning of the speaker's remarks and will include any time spent in discussion between the speaker and council or board or commission members. Issues taking longer to communicate can be addressed outside the meeting to the city staff or to individual members of the council or board or commission, or submitted in writing.
- (f) Speakers may not yield time to others.
- (g) During the Question and Answer session with the Press and Public, speakers will be given three minutes to ask all questions. Staff may either provide answers after the speaker has asked all questions or, if more time is needed to research answers, the responses will be provided by email to the speaker and posted on the council message board which is available to the public.
- (h) All comments and questions by members of the public at a meeting will be directed to the presiding officer.
- (i) Speakers may not make personal insults of any type that identify individuals by name including council members, city staff, residents, and others.
- (j) This section applies to city council meetings and to meetings of boards and commissions whose membership is wholly appointed by the city council except where otherwise noted.

(Ord. No. 2023-86, § 1, 12-19-23)

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Ord. No. 2023-86, § 1, adopted Dec. 19, 2023, amended the title of § 2.045 to read as herein set out. The former § 2.045 title pertained to rules of decorum for city council and city board and commission meetings and derived from Ord. No. 2003-35, § 1, 5-28-03; Ord. No. 2023-12, § 1, 2-7-23.