

## **CITY OF FAIRWAY PUBLIC MEETING POLICY**

This policy is intended to outline Council meeting procedures including agenda and Council packet compilation, committee recommendations, public comment, presentations and document distribution at meetings.

### Regular Meeting

Generally, the City Council meets to do the business of the City on the second Monday of each month at 7:30 P.M. or at such other time as is provided by the Code of the City of Fairway, Kansas. When that meeting falls on any legal holiday, the regular Council meeting shall take place on the next succeeding day that is not a Saturday or Sunday nor observed as a holiday.

### Presiding Official

The Mayor or, in the absence of the Mayor, the President of the City Council shall preside over any meeting of the City Council. In the event that neither the Mayor nor the President of the City Council is present at any regular or special meeting of the City Council, the members of the City Council that are in attendance shall select from their number a person to preside over the meeting until the arrival of either the Mayor or the President of the City Council. Any member of the City Council shall retain the voting status of a member of the City Council while presiding over any regular or special meeting of the City Council.

### Regular Meeting Agenda

The goal is to have the agenda and council packet for the regular meeting available at City Hall and on the City Web site the Thursday before the Council meeting. Items for submission to the agenda are due to the Administration Department no later than 5:00 p.m., the Tuesday before the Council meeting. Once the submissions are compiled, the Mayor finalizes the agenda.

### Consent Agenda

The following items will automatically be placed on the regular Council Meeting Consent Agenda.

- ◆ Minutes of Previous meetings
- ◆ Claims and Appropriations
- ◆ Committee Recommendations
- ◆ Routine and customary items

Other items may be placed on the consent agenda. Typically, items placed on the consent agenda have been discussed and a proposed solution to the matter under discussion reached at a committee meeting or a City Council work session.

All other items will be considered under New Business, rather than Consent Agenda. Any item on the Consent Agenda may be removed from the Consent Agenda by any Council Member and considered individually under New Business.

#### Governing Body Comments as an Agenda Item

All regular City Council meetings shall include an agenda item labeled “Governing Body Comments”. During this time, members of the Governing Body will be given the opportunity to speak about matters related to the City. Members shall be limited to 5 minutes of comments each, however, this time limit shall not prevent discussion among the Governing Body. No formal action will be taken during this time.

#### Public Comment as a Regular Council Meeting Agenda Item

The City Council encourages members of the public to comment on matters related to the City. Prior to the Governing Body’s consideration of the Consent Agenda, there will be a Public Comment period for items listed on the Consent Agenda. During the “New Business” portion of the agenda, the Mayor/Council President shall, open the meeting for a period of public comment at the completion of any presentation and/or Governing Body discussion regarding a specific agenda item. Public comment should be limited to the current agenda item before the Governing Body. Additional public comment on non-agenda items will be taken at the end of the meeting. The Mayor/Council President may rearrange the order of the agenda to address special circumstances. The majority of the membership of the Council may alter procedures for public comment at any regular meeting for that regular meeting.

#### Limitation for Public Comment

In recognition of the Council’s need to conduct the City’s business at Council meetings, and also in the interest of fairness to all persons wishing to make comments and to other individuals or groups having business before the Council, each person wishing to make a comment shall limit their initial comments to 4 minutes and may be afforded an additional follow up opportunity of 1 minute in each public comment period. The Mayor/Council President may choose to limit speaker time further for relevant factors, including without limitation, the expected duration of the meeting, number of agenda items to be addressed, the number of speakers wishing to address the Governing Body etc. The Mayor/Council President may ask a group supporting a particular viewpoint to designate one or a limited number of spokesperson(s) for that group. The spokesperson(s) may have others in attendance indicate their support of that view by a show of hands.

Public comment on any agenda items may be submitted in writing in advance. Public comments will be taken up to 5:00 p.m. on Monday before the City Council meeting and will be distributed to all members of the Governing Body before the meeting. If a member of the public wishes to submit advance comment for an item, please email City Hall. The email must include your first and last name along with your street and city address for where you reside. Emails must also reference the meeting date and agenda item on which you wish to comment.

#### Speaker Decorum

The Mayor/Council President will recognize person(s) wishing to make comments or address the Governing Body and request them to state their name and address for the official record. All comments should be directed to the Governing Body and not to others in attendance. Person(s) wishing to speak should not request recognition while someone else is speaking.

Each person addressing the City Council shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disrupts, disturbs, maligns, upsets, or otherwise impedes the orderly conduct of the Council meeting. Any person who so disrupts the meeting, shall, at the discretion of the Mayor/Council President, or a majority of the Council Members present, after one verbal warning, be subject to removal from the meeting.

Powerpoint, video, documents, photos and other distributions or presentations are not allowed during Public Comment. Public comment is for oral presentations only. Paper copies of any documents may be distributed to the Mayor and members of the City Council prior to an individual's public comment.

### Addressing the Council

Comment and testimony are to be directed to the Mayor and Council. Council Members seeking to clarify testimony or gain additional information may direct a question to the speaker. The Mayor/Council President shall recognize Council Members wishing to provide brief responses to comments and factual questions. The Mayor/Council President may also recognize staff members to provide brief responses to comments and factual questions. The intent is to provide an opportunity for City officials to provide a response to short, factual questions that can be answered at that time and not as a time for debate on issues. If questions cannot be quickly answered, the speaker will be directed to a staff member for further discussion and follow-up. The public comment period is also not intended as a time for a dialogue between citizens at the lectern and members of staff or members of the audience. Individuals with a particular interest in a City issue and/or who wish to know a Council member's position on an issue are encouraged to contact Council members directly, outside of the meeting time, by the multiple means available. Individuals seeking the opinion of City officials on City issues will be referred to that elected official(s) for a response after the public meeting. If a question is not resolved during public comment, the question should be submitted to the City Administrator in written form, so that, if possible, a response can be provided.

### Yielding of Time

To guarantee all persons an ample opportunity to be heard, each speaker will be afforded the full 5 minutes time in each comment period. Speaker will not be allowed to yield part or all of the speakers time to another. Speakers will not be credited with time not used by another, and speakers will not be allowed to use the time of a person not present at the meeting.

### Audience Decorum

Members of the audience shall not engage in disorderly or boisterous conduct, including, but not limited to: the utterance of loud, obnoxious, threatening, or abusive language; cheering; whistling; booing; stamping; or any other acts that disturb, disrupt, impede, or otherwise disrupt the orderly conduct of the City Council meeting. Any member (s) of the audience engaging in

such conduct shall, after a verbal warning is given, at the discretion, of the Mayor/Council President or a majority of the Council Members, be declared out of order and be removed from the meeting.

### Special Meetings

Special meetings may be called by the Mayor, on the written request of any three members of the Council, specifying the object and purpose of the meeting. If the Mayor is absent, the Council President may call a special meeting. The Council President may also sign the request as one of the three council members. Only the items listed on the agenda of the special meeting may be discussed and acted on at the special meeting.

Public comment on an agenda item is generally encouraged. The Mayor/Council President shall determine if public comment on a special meeting agenda item is appropriate, given all relevant considerations; however, when so allowed, public comment shall be limited to the subject of the agenda item. If the Mayor/Council President determines it is appropriate, such person shall decide where public comment shall be placed on the agenda and generally how that comment will take place. The Mayor's/Council President's decisions on public comment at a special meeting may be revised by a majority of the membership of the City Council.

### Committee Meetings

The Committee Chair/Presiding Officer has the discretion of determining whether public comment is appropriate during the meeting and the manner in which public comment is received during Committee meetings. Committees will only accept public comment having to do with issues in the province of that committee.

**REVISED AND ADOPTED BY THE FAIRWAY CITY COUNCIL ON JULY 13, 2020**  
**REVISED AND ADOPTED BY THE FAIRWAY CITY COUNCIL ON JANUARY 12,**  
**2009.**

**ADOPTED BY THE FAIRWAY CITY COUNCIL ON NOVEMBER 13, 2006.**