



Guidelines for Public Participation in City Council Meetings

The City of Columbus Junction encourages the attendance and participation of the public at its meetings. Those attending and participating are asked to observe the following rules.

- A. Only persons recognized by the Mayor will be allowed to speak.
- B. A person recognized should speak clearly and state their name, and state the comments or questions as clearly and briefly as possible. Time will be limited to five (5) minutes per speaker.
- C. All remarks should be addressed to the Council as a body and not any individual member.
- D. A person recognized to speak should maintain a courteous and polite demeanor as well as refrain from using inappropriate, combative, profane, or abusive language, or attacking the character of any City Official or staff member. Remarks should remain civil at all times.
- E. A person should address the council about an issue of a concern that is under the jurisdiction of the city but not about issues that are the responsibility of City staff/officials if that have not previously been presented to that responsible party.
- F. Persons should not engage other members of the public while addressing the council or attempt to engage individual council members in discussion unless permitted by the Mayor.
- G. Individual Council members will ask questions of or engage in conversations with the public audience only when recognized by the Mayor. However, Council members may make themselves available to persons attending the meeting after the meeting adjourns.
- H. Public participation is allowed during public hearings and during the Citizen Concern agenda item of regular meeting.
- I. Public comments will not be allowed concerning personnel issues.
- J. A person may request an item be placed on the Council agenda by filing such a request in writing with the Mayor prior to 1:00 p.m. on the Thursday preceding the regular scheduled Council meeting.

This policy is approved and adopted by the City of Columbus Junction Council on this 8th day of July, 2015.

Daniel J Wilson
Mayor

Julie Heindel
Attest: City Clerk