



LEXINGTON

Urban County Council

LFUCG Council Guidelines for Public Comment Engagement

PLEASE SILENCE CELL PHONES AND KEEP CONVERSATION LEVELS AT A MINIMUM

PUBLIC COMMENT PROCESS:

- 1) **Meetings:** Public comment is encouraged and is listed as an agenda item at every regular council meeting and council work session, for items on the agenda and general comments.
- 2) **Sign-In:** Residents wishing to speak during public comment must sign themselves in prior to the start of the meeting at which they want to speak. There are two iPads outside of the council chamber for electronic sign-in and will be available for sign-in 30 minutes prior to the start of the meeting and 30 minutes after the start of a council work session or regular council meeting.
- 3) **Materials:** If a speaker has materials for council, they should be placed in the tray marked “materials for council” on the public comment table outside of the council chamber. Materials will be distributed to council by a council staff member. No USB devices will be accepted.
- ~~4) No person, except city officers, employees or their representatives shall be permitted beyond the podium or designated staff areas.~~
- 5) **Time:** Each speaker is allowed three (3) minutes. Members of the public who have signed up to speak may yield their three (3) minutes, when present, to another member. One speaker is allowed up to a total nine (9) of fifteen (15) minutes, including time that has been yielded.
- 6) **How-to:** When called to speak, individuals should start by stating their name and council district. At work sessions, there is an agenda item for public comment for issues on the agenda, and public comment about items on the agenda should be offered at that time. Public comment for issues not on the agenda are allowed at the end of the meeting. Comments should be relevant to the agenda item for which you signed up to speak. General public comment, for items not on the agenda, is allowed at the end of the meeting agenda after council has taken action on the routine business of the meeting. At council meetings, public comment will be at the end of the agenda.

PUBLIC ~~COMMENT EXPECTATIONS~~ PARTICIPATION:

- ~~7) 1) Dialogue:~~ Public comment is a time for ~~the~~ the mayor and council members to listen to residents and receive verbal feedback. Public Comment is not a time for council members to engage will not enter into in a dialogue with residents. ~~Questions from council members will be for clarification purposes only.~~ Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for hearing residents for informational purposes only.
- 8) **2) Political Purposes:** The public comment period will not be used to make political endorsements or for political campaign purposes.
- 9) **3) Decorum:** Speakers shall exercise decorum during debate, conduct themselves in a courteous manner and refrain from using unbecoming, derogatory or abusive language and making personal attacks.
- ~~10) 4) Disruptions:~~ Demonstrations Disruptions in support or opposition to a speaker or idea, such as clapping, cheering, booing or hissing are not permitted in the council chamber.
- 5) **Signs & Posters:** No signs or posters ~~are allowed in the council chamber. that disrupt camera angles, the view of the audience, or inhibit the function of the meeting~~ are allowed.
- ~~11) 6) Security:~~ No person, except the mayor, mayor’s staff, council members, aides, council staff or anyone relevant to the meeting shall be permitted beyond the podium or designated staff areas at any time.

12)7) **Removal:** Any person who engages in or makes threats of physical violence shall be immediately removed from the meeting.

Any failure to adhere to these guidelines by any member of the public may result in loss of the public comment privilege at the meeting and/or removal from the meeting, as appropriate, at the discretion of the presiding officer.~~Any person not adhering to these guidelines may be cautioned by the presiding officer and given the opportunity to conclude their comments within the designated time limit. Any person failing to comply as cautioned shall not be allowed to continue.~~

These guidelines are provided for the orderly and civil conduct of City Council meetings. These guidelines apply to both the public comment period and legislative public hearings before the Urban County Council, unless ~~noted~~ otherwise provided.