

## RESOLUTION 09-2012

### A RESOLUTION CONCERNING PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS AT TOWN COUNCIL MEETINGS

**WHEREAS**, the business of the Town of Ellettsville is conducted at the Ellettsville Town Council meeting; and

**WHEREAS**, the Town Council values the opinions of its citizens and welcomes public comment on agenda and non-agenda items of Town interest; and

**WHEREAS**, the Town Council wishes to facilitate the order of reception and dissemination of information; and

**WHEREAS**, the Town Council determines that this can best be accomplished in an environment where the rules of the conduct of meetings is clearly established;

**NOW, THEREFORE, BE IT RESOLVED BY** the Town Council , Town Council of Ellettsville, that the following rules and procedures are hereby established:

#### Section 1. Agenda Items

- a). The Town Council shall maintain an agenda which shall list items to be discussed at Town Council meetings. Prior to a vote on any resolution or ordinance, the meeting Chair shall invite remarks from the public. Speakers are limited to three (3) minutes per person unless the Town Council, by motion at the beginning of the meeting, increases or reduces the time limit. No speaker shall be permitted to cede his three (3)-minute allotment to another speaker. Each speaker shall speak from the podium or microphone and shall state his or her name for the record.
- b). Citizens are invited to suggest topics of Town interest to be placed on the Town Council agenda. A citizen who wishes to place a topic on the agenda shall notify the Town Clerk-Treasurer two weeks in advance of the Town Council meeting at which the proposed topic is to be discussed. Before the topic will be placed on the agenda, at least one Town Council member shall sponsor the request or approve of its placement on the

agenda. The citizen who suggested that the topic be placed on the agenda shall have five (5) minutes to make his or her presentation on the topic.

- c). Pursuant to Indiana Code § 36-7-4-608, all petitions for a change in zoning classification shall be placed on the Town Council agenda at the next regularly scheduled Town Council meeting after the Plan Commission makes its recommendation on the proposal. At the request of a petitioner, a re-zone petition may be removed from the Town Council's agenda for the next regularly scheduled meeting after the Plan Commission makes its recommendation. The petition shall then be placed on the agenda for hearing at the next regularly scheduled Town Council meeting. No other extensions of time shall be granted to petitioner except by motion of the Town Council at a regularly scheduled meeting.

### **Section 2. Non-Agenda Items**

Near the end of each Town Council meeting, citizens shall have the opportunity to make comment on a non-agenda item during the "privilege of the floor" portion of the Town Council meeting. Each speaker shall be limited to three (3) minutes. No speaker shall be permitted to cede his three (3)-minute allotment to another speaker. Each speaker shall speak from the podium or microphone and shall state his or her name for the record.

### **Section 3. Documents**

Any speaker who produces for the Town Council a report, diagram, map, photograph, compilation of data, or other document shall also provide a copy to the Town Clerk-Treasurer to be maintained as part of the record of the meeting.

### **Section 4. Decorum**

- a). Comments by citizens on agenda or non-agenda items are limited to statements; speakers may not engage the Town Council members in a question-and-answer exchange.
- b). The Town Council encourages civility in public discourse and requests that speakers refrain from language which would incite an immediate breach of the peace; and refrain from undue repetition, extended discussion of irrelevancies, use of obscenities, and personal attacks.
- c). Any person who violates these rules may be declared out of order by the Chair. A person who persists in violating these rules may be removed

from the meeting.

**Section 5. Miscellaneous**

- a). A copy of this Resolution shall be posted on the Town's website.
- b). Resolution 5-94 Concerning Procedures at Council Meetings is hereby vacated.

This Resolution takes effect upon passage.

This Resolution was passed and adopted by the Ellettsville Town Council of the Town of Ellettsville, Monroe County, Indiana at the Ellettsville Fire Station on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**ELLETTSVILLE TOWN COUNCIL**

By: \_\_\_\_\_  
Scott Oldham, President

**ATTEST:**

\_\_\_\_\_  
Sandra C. Hash, Clerk-Treasurer