



City of Mounds View Public Comment at Public Meetings Policy

October 1, 2019

Purpose:

The Public Comment Policy provides the framework by which a proper balance is achieved between public input, respect for all individuals time, and an efficient use of limited council meeting time.

Public Comment Definition:

Written or verbal comments submitted or made at a public meeting. Written comments can be informal – hand written note or email; or formal such as a letter. The City Administrator will produce sufficient copies for council and the public present during the Public Comment period appropriate to the submission.

Rules for Public Comment for Items Not On the Agenda:

1. Comments will only be taken under the Public Comment portion of the Agenda.
2. Comments cannot exceed 3 minutes in length.
3. Participants must provide their name and address – please spell your last name.
4. **Prohibited Comments;**
 - a. **Criticism/complaints towards staff – complaints against staff are administrative in nature and shall be submitted to the City Administrator.**
 - b. **Disrespectful comments towards others.**

Rules for Public Comment for Items On the Agenda:

1. Comments will only be taken during the time the Item is being discussed.
2. Order of when comment is taken
 - a. Item is introduced.
 - b. Staff presentation.
 - c. Council Questions.
 - d. Mayor will ask if anyone in the audience wishes to speak on the item.
 - e. Public Comment,
 - f. Upon last speaker making their comments and Mayor returns discussion to the council, Public Comment period is closed for that item.
3. Comments cannot exceed 3 minutes in length.
4. Participants must provide their name and address – spelling their last name.
5. **Prohibited Comments;**
 - a. **Criticism/complaints towards staff – complaints against staff are administrative in nature and should be submitted to the City Administrator via phone, email or letter.**
 - b. **Disrespectful comments towards others.**