



CITY COUNCIL MEETING PUBLIC STATEMENTS PROTOCOLS AND INSTRUCTIONS

- Each speaker has three (3) minutes to address the City Council. When their time begins, the green light on the lectern will light up. When 30 seconds is remaining, the light will turn yellow, and at the conclusion of their time, the light will turn red. When the light turns red, the speaker must conclude their comments and leave the lectern.
- When there are 20 or more speakers, each speaker's time will automatically be reduced to two (2) minutes. The Chair may make further adjustments as needed to ensure the orderly conduct of the meeting.
- Speaker cards will be distributed at the meeting and should be given to the City Clerk. Cards will be distributed until the beginning of Public Statements. Speakers will be called in the order their cards are received to the extent feasible.
- Each speaker may speak one time only during Public Statements. If a speaker wishes to address multiple topics they must do so during their three minutes.
- Speakers cannot donate or concede any part of their allotted time to another speaker.
- Based upon First Amendment rights, speakers may read a statement authored by another person during Public Statements during their three minutes, however, they will not be provided an additional three minutes to make their own personal statements.
- Members of the public unable to attend the City Council meeting but wish to make comments are directed to send an email or written correspondence to the City Clerk's office with their comments for inclusion in the Clerk's files of the proceeding.
- Members of the public must bring their own electronic equipment, except for a projector, for electronic presentations to the City Council. City equipment, except for a projector, will not be used for presentations by the public. It is incumbent upon the presenter to ensure their electronic equipment is compatible with the City's projector.
- All remarks shall be addressed to the Council, and not to the audience.
- In observance of the Brown Act, Council Members must refrain from engaging in dialogue with members of the public during public statements.
- At the Mayor, or Chair of the meeting's discretion, a speaker's time may be extended.

Use of a Interpreter

- The City shall provide an interpreter if one is requested by a member of the public with a 48-hour advance notice. If a 48-hour advance notice is not provided, the member of the public may provide their own interpreter.
- Per California Government Code 54954.3, if an individual utilizes an interpreter during Public Statements, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes an interpreter to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.
- If the City provides an interpreter or translation equipment that allows for the simultaneous interpretation of the testimony, then no additional time shall be granted.

Decorum for Members of the Public:

- There shall be no yelling, or “speaking out of turn,” from the audience at either the City Council or speakers at the lectern. No person is allowed to disturb, disrupt, or otherwise impede the orderly conduct of the meeting.
- No person attending a public meeting shall engage in a material and substantial disruption of a meeting, including making comments that are abusive or threatening.
- Speakers shall abide by time limits provided for under Public Statements.
- Speakers shall leave the lectern when their time to speak has ended and the red light on the lectern has begun blinking or is illuminated.
- Failure to abide by speaker time limits may result in removal from the lectern and potentially removal from the meeting if speaking continues.
- Although any member of the public has the right to criticize City policies, procedures, programs, services, or actions, remarks shall be limited to the matters related to the subject matter jurisdiction of the City Council/Commission, or Board.
- Off-topic, purely personal remarks toward any individual are disruptive and will not be allowed.
- Signs are permitted during City Council meetings, provided they 1) are not attached to poles, sticks, or any rigid support structures; 2) do not obstruct the view of other attendees or Council Members; 3) are not be placed on seats, floors, or in shared spaces; 4) do not exceed 20x30 inches in size; and 5) do not block aisles, exits, or entryways, or pose any safety hazard or disruption to the orderly conduct of the meeting. Any item that violates these requirements may be removed at the direction of the Mayor, Chair or the Sergeant-at-Arms.

The Chief of Police or other members of the Police Department shall serve as the Sergeant-at-Arms and enforce the Rules of Decorum at the request of the Mayor or Chair.

Procedure for Enforcement of the Rules of Decorum:

- The Mayor, or Chair of the meeting, issues a warning to the individual who is violating the rules of decorum and advises them that they are out of order, and to cease the conduct that is disruptive or otherwise is impeding the conduct of the City Council Meeting.
- If the person does not cease the conduct immediately or if the conduct is repeated and disrupts the meeting, the Mayor or Chair of the meeting, may order the person to leave the meeting.
- If the person does not leave, the Mayor, or Chair of the meeting, asks the Sergeant at Arms to remove them from the meeting.
- If the disturbance is caused by a group, and such disturbance renders the orderly conduct of the meeting unfeasible, the Mayor, or Chair of the meeting, may order the room cleared pursuant to Government Code Section 54957.9 and continue in session pursuant to the requirements of that Section.
- The Mayor and City Council also may choose to recess or adjourn the City Council meeting.
- The Mayor and City Council may also pursue any other enforcement actions permitted by law.