

Public Hearing Excerpt from Monroe City Council Rules of Procedure

(approved April 25, 2023 per Resolution 2023-002)

Legislative Public Hearing Process and Rules of Order

9.6.2 LEGISLATIVE PUBLIC HEARING PROCEDURES

- A. SPEAKER SIGN-IN: Prior to the start of a public hearing the Presiding Officer may require that all persons wishing to be heard sign in with the Clerk, giving their name and area of residence or association with the City of Monroe.

Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Presiding Officer, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations. Unless otherwise specified, the amount of time allowed per speaker shall be three (3) minutes.

B. THE PUBLIC HEARING PROCESS

Public hearings will begin according to the established agenda (or as soon thereafter as possible).

1. The Presiding Officer introduces the agenda item, opens the public hearing and announces that the following rules of order are included in the agenda packet and available on the City's website. The Presiding Officer may read the rules of order aloud.

The rules of order are as follows:

- a. All speaker comments shall be made from the podium unless the speaker is participating remotely; any person making comments shall be requested to first give their name.
 - b. Comments shall be directed to the Presiding Officer and Council body as a whole and must be reasonably germane to the topic of the hearing.
 - c. Anyone making "out of order" comments or taking actions that disrupt the meeting may be subject to removal from the meeting.
 - d. There will be no demonstrations or interruptions during or at the conclusion of any person's comments or presentation.
 - e. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no person is intimidated by others when exercising their right of free speech and participation.
2. The Presiding Officer notes that all written or otherwise recorded comments received before the published deadline have been added to the record and forwarded to City Council.
 3. The Presiding Officer calls upon City staff to describe the matter under consideration.
 4. The Presiding Officer inquires as to whether any Councilmember has clarifying questions to ask the staff.
 5. The Presiding Officer calls upon all members of the public who wish to speak regarding the matter under consideration.
 6. The Presiding Officer inquires as to whether any Councilmember has additional questions to ask the staff.
 7. The Presiding Officer continues the public hearing to a time specific or closes the public hearing.
 8. When the public hearing is closed, the Councilmembers will then proceed to deliberate and, as applicable, vote on the underlying proposal.