

Public Comment and Conduct Policy

Section 1. Purpose of Public Comment and Conduct Policy. The purpose of this policy is to establish procedures for public comment and conduct at meetings of the Board of Aldermen to insure compliance with the Missouri Sunshine Law. A uniform set of procedures shall be followed in public comments and appearances before the Board by the public.

Section 2. Public Comment and Conduct – Specific Policies. Regular sessions of the Board of Aldermen are considered open meetings under the Missouri Sunshine Law and are a time for the Board to formally meet, discuss and consider topics that affect the City government and the community. In order for the Board of Aldermen to be able to discuss any matter, it must be on the agenda. In order to accommodate public input on City matters, there are two separate and distinct types of public comment. Individuals who wish to speak on topics which appear on the agenda shall comply with the following procedures:

- A. **Public Comment Card.** Complete a Public Comment Card complete with name, address, and applicable agenda item.
- B. **Podium.** Approach the podium when called upon the Mayor or Presiding Officer.
- C. **Identification.** State their name and address for the record.
- D. **Remarks.** Limit any remarks to three (3) minutes.

For individuals who wish to speak on topics which do not appear on the agenda shall comply with the following procedures:

- A. **Public Comment Card.** Complete a Public Comment Card complete with name, address, and subject matter.
- B. **Podium.** Approach the podium when called upon by the Mayor or Presiding Officer.
- C. **Identification.** State name and address for the record.
- D. **Remarks.** Limit any remarks to three (3) minutes.

Section 3. Missouri Sunshine Law. The Missouri Sunshine Law prohibits Board discussion of public comment items not on the agenda; however, immediately following public comment, the Board Agenda does allow Board members to request an item be placed on a future agenda. If a Board member requests an item be placed on a future agenda, individuals are encouraged to attend the meeting, and be prepared to provide additional information during the discussion item. Individuals are encouraged to attend Work Sessions of the Board of Aldermen. From time-to-time, individuals from outside the organization may be called upon to present to the Board, however discussion is generally limited to Board members.