

## **PUBLIC PARTICIPATION AT EASTPORT CITY COUNCIL MEETINGS**

City Council meetings are conducted for the purpose of carrying on the official business of the City. All meetings of the Eastport City Council are open to the public.

Although Council meetings are not public forums, the Council may choose to provide appropriate opportunities at its meetings for members of the public to express opinions and concerns related to City matters. The intent is to allow a fair and adequate opportunity for the public to be heard while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

The Council may choose to designate a portion of its agenda as an opportunity for public participation. During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the City, except for personal matters or complaints concerning specific employees, which shall be addressed through established policies and procedures.

Members of the public may address the Council within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at Council meetings.

- A. Members of the public and Eastport City employees are welcome to participate as provided in this policy. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
- B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- C. In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- D. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.
- E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.
- F. All speakers are to address the Chair and direct questions or comments to particular Council members or the City Manager only with approval of the Chair. Requests for information or concerns that require further research may be referred to the City Manager to be addressed at a later time.

- G. Members of the Council and the City Manager may ask questions of any person who addresses the Council but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- H. No complaints or allegations will be allowed at Council meetings concerning any person employed by the City. Personal matters or complaints concerning City employees will not be considered in a public meeting but will be referred through established policies and procedures.
- I. In order to make efficient use of meeting time, the Council discourages duplication or repetition of comments to the Council. The Council requests that groups or organizations be represented by designated spokespersons.
- J. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.
- K. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.
- L. In the event of an emergency or substantial disruption, the Chair may declare a recess to restore order or may declare the meeting adjourned or to be continued to a designated time and place or at the call of the Chair.

An agenda shall be published in advance of each meeting in accordance with Council policy. Copies will be posted and/or available prior to regular meetings. Anyone desiring additional information about an agenda item should direct such inquiries to the City Clerk.

Legal Reference: 1 MRSA § 401 et seq.