



PUBLIC PARTICIPATION IN BUCHANAN CITY COMMISSION MEETINGS

The Buchanan City Commission and Staff welcome you to our meeting. If you have not attended a meeting before, you may find these rules helpful to understanding the process for participation.

1. There are 2 scheduled times for public comment. The first is at the beginning of the meeting following roll call. During this first public comment time, citizens are invited to speak about any item ON THE AGENDA. The second is towards the end of the meeting after new business. During the second public comment time, citizens are invited to speak about NON-AGENDA items.
2. An individual shall not address the Commission without first having been recognized by the Mayor.
3. Upon being recognized, the individual should proceed to the front of the room to use the microphone and say his or her name, and residential address.
4. Comments should be addressed directly to the Commission; not to the audience or others in attendance.
5. Speakers shall be limited to a presentation of THREE (3) minutes unless said period is extended by the Mayor.
6. All written statements and documents presented to the Commission by an individual or group during the meeting are considered public documents. A copy must be submitted to the Clerk.
7. Individuals addressing the Commission must take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against anyone.
8. An individual will not be given an opportunity to speak a second time on the same issue until all others wishing to make a presentation on the subject have had an opportunity to do so.
9. Commission members may ask clarifying questions of speakers; however, they are not obligated to answer questions or make statements or commitments in response to issues raised by the public.

Note: Issues raised during public comment may require further investigation, and study, by the Commission and/or City staff. They may also be designated as future agenda items for Commission consideration.

10. When a person(s) becomes unruly, the Mayor may declare such person(s) in the audience to be out of order and if necessary, may rule that the individual(s) has forfeited the opportunity to speak further. A person(s) may be excluded from the meeting for breach of the Peace committed at the meeting. Clapping and cheering are inappropriate and violate the rules of decorum.

These rules of procedure and decorum are intended to supplement Robert's Rules of Order, which have been adopted by the Commission.

Please be advised that meetings are recorded for broadcast on Comcast Cable Channel 17 and YouTube.