

RESOLUTION NO. 2282

**A RESOLUTION OF THE CITY OF ROSWELL ADOPTING RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF THE CITY COUNCIL.**

**WHEREAS**, the members of the City Council have considered the need for rules providing for and governing public participation at City Council meetings, and

**WHEREAS**, the Finance Committee of the City Council has proposed and recommended the rules herein after public comment and consideration by the Committee,

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY, THE CITY COUNCIL OF THE CITY OF ROSWELL, NEW MEXICO**, that the following rules of public participation be and hereby are adopted.

**Meeting Schedule**

The Roswell City Council conducts regular meetings on the second Thursday of each month starting at seven o'clock in the evening. Special meetings may be conducted at any other time, and may be called by the Mayor or by five or more Councilors. Work sessions may be held to study problems, examine issues or receive information. Work sessions are scheduled at any time that is convenient to the Council.

**Order of Business**

The usual order of business is as follows:

- Opening Ceremonies
- City/Public Recognition
- Consent Agenda
- Public Hearing Items
- Regular Items
- Unfinished Business (if any)
- Public Participation
- Information Items
- Adjournment

Items on the Consent Agenda are marked with an asterisk and are voted on by the Council in one motion without public discussion. Citizens may request that an item be removed from the Consent Agenda by filling out the request form located on the back fold of this brochure. This request must be submitted to the City Clerk prior to the start of the Council meeting. If such request is made, the Mayor shall determine if the item shall be removed from the Consent Agenda. If a Councilor requests an item be removed from the Consent Agenda, the item shall be removed. Any item so removed shall be discussed and voted on as a separate item.

**Speaking on Items Listed on the Agenda**

Citizens wishing to speak on an item on the Agenda may do so at the time that item comes before the Council. Comments will be limited to **three** minutes. When all citizens who wish to speak have had an opportunity to speak on any one item, citizens may be allowed **one** minute to address the Council again regarding that item. The speaker must be recognized by the Chair, and must address all questions or comments to the Chair or to a Councilor through the Chair.

**Speaking on Items NOT on the Agenda**

The Roswell City Council encourages citizens to bring items to its attention that are not on the Agenda. Such items may be addressed during the Public Participation part of the Agenda. The rules which apply to public participation in Agenda items also apply to public comments in non-Agenda items.

### **Speaking Longer Than Three Minutes**

Citizens wishing to speak longer than three minutes on a given topic, whether or not the topic is on the Agenda, may request a specified period of time by submitting the request form located on the back fold of this brochure to the City Clerk prior to the start of the meeting. The speaker must list the topic to be addressed and additional speaking time will be limited to one topic per meeting. The Chair may grant the time requested, may grant less time, or may deny the request for additional time entirely. The Chair will recognize the speaker at the time the item is discussed on the Agenda or during the Public Participation portion of the meeting.

### **Speaking at Work Sessions**

Work sessions are scheduled so the Council may study problems, examine issues or receive information. No official actions may be taken at these sessions. Limited public participation may be allowed at the discretion of the Chair, and only on items before the Council.

### **Speaking at Council Committee Meetings**

The Roswell City Council encourages public participation at the Council's committee meetings. Unless committee meetings are so advertised, they are not public hearings. The committee Chair may establish the conditions for public participation.

### **Exceptions to Speaking Procedures**

The Chair or a Councilor may at any time request a member of the City staff or the audience to address the Council. Such request shall be made in an effort to provide additional information to the Council on any topic or item which shall come before the Council for discussion or possible action. If such a request is made, the Chair shall determine the length of time the individual has to address the Council.

### **Availability of Agendas**

Meetings of the Roswell City Council are publicized at least seventy-two (72) hours prior to the meeting. Agendas are available to the public at City Hall at least twelve (12) hours prior to the meeting.

### **Violations of Speaking Procedures**

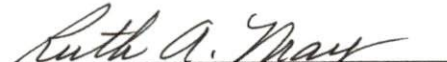
Any individual attending a City Council Meeting, Special Meeting, Work Session or Committee Meeting who violates the aforementioned procedures, disrupts said meeting or shall violate: 1) Robert's Rules of Order Newly Revised, 2) Roswell City Code Section 2-36, Conduct at Meetings, or 3) additional rules adopted by Council on March 10, 1994, shall be asked to cease such activity. If the individual continues, the individual will be asked to leave the building. If the individual refuses to leave, an appropriate City officer will be asked to remove the individual from the building.

PASSED, ADOPTED, SIGNED AND APPROVED the 10th day of August, 1995.

CITY SEAL

  
THOMAS E. JENNINGS, Mayor

ATTEST:

  
Ruth A. May, City Clerk