



Joe Patterson  
City Administrator

March 27, 2006

**ADMINISTRATIVE POLICY: PUBLIC COMMENTS AT CITY COUNCIL MEETINGS**

The City of Hastings wishes to establish a formal policy and procedure for citizens to utilize in order to communicate with the Mayor and City Council at regularly scheduled City Council Meetings.

Currently individuals are allowed to address the Mayor and Council on items that are on the Agenda that are not part of a Public Hearing.

This new policy would govern when and for how long citizens could address the City Council on items that are not on the meeting Agenda for action.

Citizens wishing to address the Council during the "Public Comments" item on the Agenda must contact the City Clerk no later than seven days prior to the scheduled commencement of the meeting. Individuals will be allowed up to five (5) minutes to speak. Any handouts or videos must be submitted no later than two work days prior to the meeting. Individuals are to state the topic to be addressed and will be required to comment only on that topic. The Mayor will time all individuals to ensure they adhere to these time limits.

Public comments on items that are added to the Agenda will be scheduled only on the first Council Meeting of each month.

Citizen comments on items that are not part of the business of the Agenda will be placed on the Council Agenda just prior to adjournment.

Individuals addressing the Council must refrain from vulgar or offensive conduct.

**Effective:**

This policy shall be effective March 27, 2006.

  
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