



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: April 21, 2022
REFERENCE: Meeting decorum

The City Attorney suggests council establish formal rules or guidelines concerning public participation at its meetings. The Administration recommends council consider the below guidelines:

1. All persons are welcome to provide input to the council concerning public affairs.
2. The council provides scheduled opportunities to address council on any manner at all of its meetings.
3. A person wishing to address council shall:
 - a) Come to speak from the provided podium.
 - b) Identify her/his self and provide his/her street address.
 - c) Address the council directly. Looking at and speaking to the audience is not allowed.
 - d) Keep remarks, questions, etc. brief and to the point of the issue (s).
 - e) The presiding officer may restrict the presentation if it became repetitive, harassing, intimidating, off topic, or wandering.
4. If a person desires to address an item on the agenda she/he should wait until that item is being reviewed by council.
5. The presiding officer has the right to restrict the number of speakers if they are repeating comments previously made.

6. All questions are to be addressed to the presiding officer not other speakers, other petitioners, city staff or members of the audience.
7. The presiding officer can have a person removed from the meeting if that person is not following these guidelines or being disruptive.
8. Should the presiding officer or any council member have questions they shall be directed to the person at the podium or requested from the audience to come to the podium.
9. The number of persons at the podium shall be limited by the presiding officer.
10. Repeated outbursts from the audience such as clapping, cheering, praying, comments, etc. will result in the presiding officer directing the removal of disruptive audience members.
11. No person shall be prohibited from speaking based on his/her race, sex, religion, residence, opinion, age, sexual orientation, nationality, or political affiliation.

These guidelines shall apply to all City of Perry council meetings and its authorities, boards and commissions.