

Osage City Council Meeting Rules of Procedure

Officially adopted by the Osage City Council on 03/11/2008

INTRODUCTION:

It is the purpose of these procedures to encourage public participation in an orderly manner which gives everyone a reasonable opportunity to present his or her point of view for consideration of the City Council. The public is invited to speak on issues before the City Council during public hearings and during general audience participation. Items on the agenda or other topics can be discussed during general audience participation.

Individuals may request that an item be placed on the City Council agenda by submitting the request in writing to the City Clerk who will forward the request to the Mayor and City Council for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the City Council or by speaking to the item during public comment at a regular City Council meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate City department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the head of the department or the City Manager's office.

A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the City Council wishes to give everyone an opportunity to express his or her point of view, it is neither necessary, nor advisable for every member of a group to address the City Council. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The City Council attempts to make informed decisions based on all the information available rather than simply on the number of people who offer the same information or arguments.

RULES OF PROCEDURE

1. An individual shall not address the City Council without first having been recognized by the Presiding Officer.
2. Upon being recognized, the individual should proceed to the front of the room to use the podium and state his or her full name, residential address, and the topic to be discussed.
3. Speakers shall be limited to a presentation of five minutes unless such period of time is extended by a vote of the City Council.
4. 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.
5. When a person(s) becomes unruly, the Presiding Officer may declare said 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.
6. These rules of procedure are intended to Code of Meeting Procedures for Kansas Cities which have been adopted by the City Council. Where inconsistencies or conflict may exist between these rules and Code of Meeting Procedures for Kansas Cities, these rules shall prevail.