

# **MONTROSE CITY COUNCIL OPEN FORUM**

The OPEN FORUM portion of the Montrose City Council Meeting is a courtesy or public service extended to those individuals wishing to address the city council with a city council related business matter that is not on the agenda. Participation in open forum is encouraged and welcome; however, the council can and will exercise discretion on whether proposed open forum topics are relevant to city council business and should be heard. Topics heard by the city council during open forum may not result in an immediate answer, but may be referred to city staff for further research and consultation. The Rules of Civility as listed below will be enforced throughout the entire city council meeting.

## **Rules of Civility for Public Participation**

1. Persons are encouraged to participate in the governmental process.
2. We seek to understand one another's points of view.
3. To allow time to hear all points of view, speakers are allotted 3 minutes when they are recognized during Open Forum.
4. Speakers are permitted to deliver comments without interruption.
5. **Speakers and debates should focus on issues, not on persons or personalities**
6. Only the speaker recognized by the Mayor or Chairperson has the floor. Speakers should identify themselves for the record. The Speaker should move to the podium and utilize the microphone so that their comments can be recorded.
7. Sidebar discussions while others are speaking are not permitted in Council Chambers. These discussions are to be removed from the chamber so as not to be disruptive to those conducting and following Council business.
8. **Anger, rudeness, ridicule, impatience and lack of respect for others are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea such as clapping, cheering, booing or hissing or intimidating body language are not permitted in Council Chambers or workshop facilities.**
9. During a Public Hearing speakers should raise their hand to be recognized. All individuals wishing to speak on an issue will be heard once before a second opportunity to speak is given.

10. We should all take initiative to make things better. Our goal is to foster an environment, which encourages a fair discussion and exchange of ideas without fear of personal attacks.

**The following is the Open Forum procedure:**

1. Legibly and thoroughly fill out the form below stating your specific topic to be presented.
2. Present your completed form to the City Administrator prior to the meeting.
3. Limit your presentation to less than three (3) minutes

**TO ALL PERSONS ADDRESSING THE CITY COUNCIL  
DURING THE OPEN FORUM:**

In order to accurately record your name for the official minutes of this meeting, please complete the following and give it to the city administrator before the meeting. By presenting this form for consideration you are agreeing to abide by the Rules of Civility, as printed.

**DATE** \_\_\_\_\_ **NAME** \_\_\_\_\_

**DAYTIME PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**TOPIC TO BE PRESENTED** \_\_\_\_\_

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