

A RESOLUTION OF THE CITY OF ROSWELL ADOPTING RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF THE GOVERNING BODY AND COMMITTEES OF THE GOVERNING BODY.

WHEREAS, the members of the Governing Body have the responsibility to determine the rules of its own proceedings; and

WHEREAS, the Governing Body is mindful of its duty of maintaining the propriety and decorum of its meetings; and

WHEREAS, participation by the public at the meetings is an important part of the democratic process.

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

A. IN GENERAL

1. Request-to-Speak Form All persons desiring to address the Governing Body during public participation must complete the approved request-to-speak form and supply it to the City Clerk before the initial public participation portion of the meeting.
2. Time Limit on Agenda Items Anyone desiring to address the Governing Body on one or more items on the agenda of the meeting (except public hearings) shall be permitted to speak for a total of three (3) minutes at the beginning of the meeting during that part of the meeting set apart for public participation on agenda items.
3. Time Limit on Non-Agenda Item Anyone desiring to address the Governing Body on one or more items not on the agenda of the meeting shall be permitted to speak for a total of three (3) minutes at the end of the meeting during that part of the meeting set apart for public participation on non-agenda items.
4. Time Measurement The three (3) minutes begin to run from the time the person begins speaking.
5. No Response Members of the Governing Body, City staff or a member of the audience shall neither debate with nor respond to the speaker during the public-participation session. The purpose of public participation is to obtain the perspective of the citizenry.
6. Introduction Any member of the audience addressing the Council shall first state his or her name and address for the record.
7. Assistance to the Governing Body The Chair or a Councilor may at any time request a member of the City Staff or a member of the audience who has been identified by City Staff as a person capable of lending additional specialized assistance to address the Council. Such request shall be made in an effort to provide additional factual information to the Council on any topic or item which shall come before the Council for discussion or possible action.
8. Work Sessions Work sessions are scheduled so that the Council may study problems, examine issues or receive information. No official actions may be taken at these sessions. No public participation is permitted except as requested by a member of the Governing Body. The requirements of paragraph 7 also apply to work sessions.
9. Governing-Body Discussion Inasmuch as a representative government requires full and open discussion among the elected representatives, the Governing Body may discuss an item of business as long as is reasonably necessary.
10. Decorum Any individual attending a City Council Meeting, Special Meeting, Work Session or Committee Meeting who violates the aforementioned procedures in this resolution, disrupts said meeting, or violates Roswell City Code Section 2-36, Conduct at Meetings, 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.

11. Repealer Resolution No. 2282 and the Rules approved March 10, 1994 are hereby specifically repealed.

B. PUBLIC HEARINGS

12. Public Hearings Any person may speak for up to three (3) minutes without completing the request-to-speak form during a public hearing except as set out in Paragraph 7 above. Public comment on matters comprising public hearings will be heard at the time the Presiding Officer calls the hearing, not during the agenda item on public participation.

C. COMMITTEE MEETINGS


13. Committee Procedures The Committee Chair will use a uniform method for all persons desiring to speak. Public participation at Committee meetings will be conducted at the discretion of the Chair of the Meeting. Paragraph 10 shall apply to meetings of the Governing Body.

PASSED, ADOPTED, SIGNED AND APPROVED the 8th Day of May, 1997.

CITY SEAL

  
THOMAS E. JENNINGS, Mayor

Attest:

  
TIMOTHY D. STOESSEL, City Clerk