

**Taylor Town Council Public Agenda Access and Demeanor Policy**

The Town of Taylor, in order to maintain order and conduct necessary business for the betterment of the community institutes the following policy:

**I. Authority to conduct Town Council meetings.**

The authority of the Taylor Town Council to conduct meetings is vested in Statute (*ARS 9-233, 9-234 and 38-431*) and Code (*Article IV. Council Procedures*)

**II. Purpose for Town Council meetings.**

The purpose of a Town Council meeting is to conduct necessary business for the betterment of the community.

**III. Call to the Public participation.**

The Town Council may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. *ARS 38-431.01(H)*

Any person desiring to address the Town Council during ‘Call to the Public’ shall submit the Call to the Public request form to the Town Clerk prior to the beginning of the meeting. If called upon by the Mayor (or presiding officer) the person shall report to the microphone, give their name and address in an audible tone of voice, for the record, and shall limit their remarks to three (3) minutes, unless granted additional time by the Mayor (or presiding officer). No person other than Town Council, Town Manager, Town Attorney, Town Clerk and the person having the floor may participate.

**IV. Public request for agenda item placement.**

Any citizen, agency or group may submit a request to present or place an item on the Town Council Agenda, as follows:

- a. The request must be legibly written on the Town Council Agenda request form.
- b. The request must specify the organization or individual represented, the speaker, identification of Town residency, street address, phone number and email address.
- c. The request must also specify a brief description of the issue, a brief summary of the issue and desired outcome.
- d. The request form must be signed by the speaker requesting the item.
- e. The request must be submitted to the Town Manager ten (10) days prior to the requested Council meeting.
- f. Twelve (12) copies of any supplemental material must accompany the request form at the time of submittal.

The Town Manager may schedule the request for the next available Town Council meeting, providing that:

- a. The Town Manager has discretion in scheduling the item for the next available meeting based on agenda workload, Council priorities and Council preparation

schedules.

- b. If twelve (12) copies of supplemental materials are not submitted with the Agenda Request form, the item will not be included on the next available agenda until the supplemental materials have been received.
- c. The Town Manager has determined that appropriate staff reviews (legal, operations, finance, procedure, policy, et al.) have been completed and will forward the agenda item to the Mayor and Vice Mayor for review and approval.
- d. The Town Manager will notify the requesting party of the date and time of the Council meeting in which their item will be considered.

**V. Public presentation to the Council.**

A person approved to present an agenda item to the Town Council shall, when called upon by the Mayor (or presiding officer) report to the microphone, give their name and address in an audible tone of voice, for the record, and shall limit their presentation to fifteen (15) minutes, unless granted additional time by the Mayor (or presiding officer). All remarks shall be addressed to the Council as a body and not to any individual member thereof. No person other than Town Council, Town Manager, Town Attorney, Town Clerk and the person having the floor shall enter into any discussion of the agenda item without the permission of the Mayor (or presiding officer).

**VI. Action of Council on agenda item.**

The Town Council has discretion in deciding how to address the agenda item, if they so choose, including but not limited to: approval or denial of the item, taking no action, tabling the item, or referring the item to staff.

**VII. Public demeanor, conduct and participation.**

In order to conduct the business of the Town Council in an orderly fashion, the public shall be governed by the following rules of demeanor:

- a. Meetings are open to the public but not as a public forum.
- b. Civility, courtesy and respect will be maintained at all times.
- c. Any person who makes personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the Council shall be ruled out of order and barred from the meeting.
- d. Unauthorized remarks or demonstrations from the audience, such as clapping, yelling, or physical demonstrations will not be tolerated. Anyone, including speakers, who verbally attack other individuals, groups, elected officials, staff, or otherwise becomes boisterous while addressing or attending the meeting, shall be ruled out of order and barred from the meeting.
- e. The Mayor (or presiding officer) shall instruct the person(s) to immediately leave the meeting, facility and grounds. Should they refuse to comply the Chief of Police shall be authorized to remove them. *ARS 29-2904A4 (a class 1 misdemeanor)*
- f. Council, through majority vote, may overturn the instruction and allow the person to remain at the meeting, as long as the person(s) demeanor is compliant with this policy.

**VIII. Forms.**

The forms referred to as the Town Council Meeting Call to the Public Request and the Town Council Agenda Request is as follows:



## TOWN COUNCIL AGENDA REQUEST

All public requests to speak on the Town Council agenda must be submitted to the Town Manager 10 days prior to the selected meeting, using this form. 12 copies of all documents for distribution *must accompany* this form.

NAME OF ORGANIZATION (IF APPLICABLE): \_\_\_\_\_

NAME OF SPEAKER: \_\_\_\_\_

IS SPEAKER A TAYLOR RESIDENT? Y \_\_\_\_ N \_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BRIEF DESCRIPTION OF ISSUE: \_\_\_\_\_

BRIEF SUMMARY OF ISSUE AND DESIRED OUTCOME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF REVIEW COMPLETED/APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

MAYOR/VICE MAYOR APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

### **PUBLIC PARTICIPATION DECORUM AND ORDER.**

- a. Town Council meets to conduct the business of, and make decisions for, the Town. Meetings are open to the public but not as a public forum. Civility, courtesy and respect will be maintained at all times.
- b. Unauthorized remarks or demonstrations from the audience, such as clapping, yelling, or physical demonstrations will not be tolerated. Anyone, including speakers, who verbally attack other individuals, groups, elected officials and staff, or otherwise becomes boisterous while addressing or attending the meeting, shall be ruled out of order.
- c. The Mayor (or presiding officer) shall instruct the person(s) to immediately leave the meeting and grounds of the facility. Should they refuse to comply the Chief of Police shall be authorized to remove them.

Adopted by Council on December 9, 2009



## TOWN COUNCIL MEETING CALL TO THE PUBLIC REQUEST

All public requests to speak to the Town Council during the Call to the Public portion of the meeting must be submitted to the Town Clerk prior to the beginning of the meeting, using this form. Speakers will be recognized by the Mayor (or presiding officer) and will be called to the podium. The following rules apply to all public participation when attending a Town Council meeting:

- 'Call to the Public' is a privilege afforded the public by the Council. Meetings are open to the public but not as a public forum.
- Civility, courtesy and respect will be maintained at all times.
- Speakers will be limited to no more than three (3) minutes, unless further time is granted by Council.
- The public may comment directly to the Council during 'Call to the Public' concerning matters within Town jurisdiction but that are not on the posted agenda;
- Council will take no action on matters presented during 'Call to the Public';
- Council may respond to criticism, ask staff to review a matter or direct staff to include the matter on a future agenda;
- Unauthorized remarks or demonstrations from the audience, such as clapping, yelling, or physical demonstrations will not be tolerated. Anyone, including speakers, who verbally attack other individuals, groups, elected officials and staff, or otherwise becomes boisterous while addressing or attending the meeting, shall be ruled out of order.
- The Mayor (or presiding officer) shall instruct the person(s) to immediately leave the meeting and grounds of the facility. Should they refuse to comply the Chief of Police shall be authorized to remove them.

NAME OF ORGANIZATION (IF APPLICABLE): \_\_\_\_\_

NAME OF SPEAKER: \_\_\_\_\_

IS SPEAKER A TAYLOR RESIDENT? Y \_\_\_\_ N \_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BRIEF DESCRIPTION OF ISSUE: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Adopted by Council on December 9, 2009