

## DECORUM

We appreciate your attendance at our Public Hearing. In an effort to facilitate an effective hearing, we ask that everyone conduct themselves in a respectful and productive manner. By following the simple rules listed below, everyone's opinion can be heard and understood:

- show respect for others
- use appropriate, courteous language
- actively listen
- avoid private sidebar conversations
- limit remarks to the item under consideration
- abide by the three (3) minute time limits when making remarks
- refrain from the use of cell phone or other electronic devices

City Council meetings, Public Hearings and other Council proceedings are open to the public; however, no one has the right to impede, disrupt or disturb the orderly conduct of any Council proceeding.

PLEASE NOTE: Inappropriate behavior during any Council proceeding will not be tolerated.

Impertinent, slanderous or profane remarks; personal attacks; sarcastic, ridiculing or derogatory comments; threatening or abusive language; boisterous or disruptive actions; or engaging in any type of disorderly conduct are considered inappropriate behavior. Persons exhibiting such behavior will be cautioned by the Mayor. Any person failing to comply as cautioned will be asked to leave the meeting. If the person refuses to voluntarily leave the meeting Law Enforcement Officials will be contacted.

Law Enforcement Officials will be contacted immediately if a person threatens physical violence at any Council proceeding. The person making such threat will be removed from the meeting immediately.



# Welcome to a St. Clair City Council Public Hearing

*Thank you for your active citizenship!*

## **MAYOR**

Marvin More

## **COUNCIL MEMBERS**

Jerry Phillips

Thomas Karels, Sr.

Jason Weinandt

Cindy Glamm

# **PUBLIC HEARING PROCEDURE**

Public input is a very important component of the Council decision making process during a Public Hearing. Your attendance is appreciated and encouraged!

The hearing will proceed in the following manner:

1. CALL TO ORDER and HEARING PURPOSE – The Mayor will call the meeting to order and introduce the item under consideration.
2. EXPLANATION OF ITEM UNDER CONSIDERATION – The Mayor will call on the applicant (in the case of a Zoning request) or other advisory personnel to explain the item under consideration.
3. COUNCIL QUESTIONS – The Council will ask questions with regard to the item under consideration.
4. PUBLIC INPUT – The Mayor will open the public input portion of the Hearing. All members of the public are invited, in turn, to comment and ask questions.

PUBLIC INPUT PROTOCOL – Please observed the following protocol when addressing the City Council:

- Each person shall state their full name and address in an audible tone for the permanent record.
- Groups are encouraged to speak through a single spokesperson rather than individually.
- Comments should be limited to three (3) minutes unless the Mayor grants additional time.
- Comments should be made clearly so all present may benefit from the remarks.

- All comments should be directed to the entire Council and not to any individual Member unless the Mayor grants permission.
  - Council Members will not engage in debate with anyone commenting at the Public Hearing.
  - Questions raised during the course of the Public Hearing will be answered as they are asked.
  - No one may comment a second time until all others have had an opportunity to speak.
  - Comments may be submitted in writing prior to the hearing. All written comments will become part of the public record.
5. CALL FOR ADDITIONAL PUBLIC INPUT – After everyone has been given an opportunity to speak the Mayor will ask for any additional comments from the public.
  6. 2<sup>nd</sup> CALL FOR ADDITIONAL PUBLIC INPUT – After any additional comments from the public have been heard, the Mayor will ask a second time for any additional comments from the public.
  7. CLOSE PUBLIC INPUT PORTION OF HEARING – When there are no additional comments from the public, the Mayor will close the public input portion of the hearing.
  8. COUNCIL DISCUSSION – The Council will discuss the item under consideration.
  9. COUNCIL ACTION – The Council endeavors to take action on the item under consideration the same night as the hearing, however, there may be circumstances where additional information or research is needed and action is deferred until a later date.
  10. ADJOURNMENT