



TOWN CLERK, LOXAHATCHEE GROVES

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MEMORANDUM

TO: MAYOR BROWNING AND TOWN COUNCIL MEMBERS

FROM: MATTHEW LIPPMAN

SUBJECT: PROCEDURES FOR ADDRESSING THE TOWN COUNCIL

DATE: 8/17/2007

CC: IRV ROSENBAUM AND DAVID TOLCES

The Town Council recognizes the importance of all citizens to express their opinions on the operation of the Town of Loxahatchee Groves, and encourages citizen participation in the local government process. The Council also recognizes the necessity for conducting orderly and efficient meetings so that Town business may be completed in a timely manner. Citizens are also encouraged to utilize other available channels of communication to express their opinions and comments. Members of the public wishing to speak at public hearings, under "Matters by the Public", or to consent or regular agenda items, shall comply with the procedures set forth below.

- **Allotted time.** Each citizen shall be limited to a maximum speaking time of three minutes. The Mayor may allow a citizen to extend the maximum speaking time. In the event a substantial number of individuals indicate their desire to speak on the same or related subject, the Mayor may establish a maximum time limit, not to exceed one hour, for citizen comments. The Mayor may also assign time limits for proponents and opponents to address an item. The Mayor has the discretion to adjust speaking time limits as he or she deems appropriate and necessary.
- **Relevancy.** Each citizen's comments must be relevant to the agenda item/motion at issue. The presiding officer may curtail irrelevant or repetitious comments.
- **Public Comment Cards.** Any member of the general public wishing to speak before the Council shall complete a "comment card" and present the card to the Town Clerk, who will then forward the card to the Mayor. These "comment cards" are considered public documents and should be submitted to the Minutes Clerk before the meeting adjourns. Any member of the public who has filled out a card must be present when the Mayor announces the citizen's name if they desire to be recognized. Comment cards will not be read into the record if the citizen submitting the card is not in the meeting room, unless a specific request is made. As a general practice, comment cards will not be accepted after presentation of an agenda item has begun; however, the Mayor shall have the discretion to accept additional comment cards as he or she deems appropriate and necessary.
- **Dissemination of Information.** Any member of the public desiring to submit information to the Council may do so only when they are recognized to speak and are at the podium. Only information relevant to an agenda item will be received and filed. Due to time constraints, there shall be no expectation that the Council will read any information submitted at a Council meeting, but rather, same

will be received and filed and become part of the record. Early submission of information relevant to an item appearing for Council consideration is encouraged.

- **Manner.** Each person addressing the Council shall step up to the podium, and shall give his/her name and address in an audible tone of voice for the minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No person other than Council members and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the presiding officer. No question shall be asked a Council Member or staff except through the presiding officer.
- **Council or Town Manager Response.** Please be advised that neither the Town Council nor Town Manager are obligated to provide a response to any public comments at the meeting the comments are made. Responses may be provided at the next Town Council meeting, or in writing as may be appropriate.
- **Workshops.** Public comment will be accepted but with an overall time limit as may be determined by the Mayor or Council
- **Decorum.** Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Council shall be barred from further audience before the Council by the presiding officer, unless permission to continue or again address the Council is granted by the majority vote of the Council members present.