

PROCEDURE FOR HEARING VISITORS.

- 1) The presiding officer must recognize citizens wishing to speak. When they have been recognized, they shall give their name, address, and affiliation with the Village and state the subject of their concern or comment.
- 2) Comments shall be addressed to the presiding officer. No conversations will be carried on between individual citizens in attendance or with individual Council members, except as recognized by the presiding officer.
- 3) The use of profane or threatening language or gestures while making comments will not be tolerated and may be cause for removal from the meeting.
- 4) ***Public Comments.*** Any person that wishes to address the Village Council on items not on the Agenda may be heard during the general audience public comment period. Public comments will be limited to a maximum of five (5) minutes with only one (1) subject per person. Persons with other views on the same subject will be given equal time for response. The presiding officer may terminate comment at any point in the discussion after opposing views have been equally addressed.
- 5) ***Public Presentations.*** Any person, group, or delegation wishing to make an oral presentation to Council that is beyond the scope of a simple public comment may make a request to be placed on the agenda by notifying the Mayor or Clerk of Council not later than 12:00 p.m. (Noon) on the Monday preceding a regularly scheduled meeting subject to the following;
 - a. When requesting to be added to the agenda, a brief summary that explains the topic of consideration must be submitted to either the Mayor or the Clerk.
 - b. Letters or Items having direct bearing on a topic of consideration for that meeting shall be made available at the table to Council members in advance of the meeting. To the extent possible, Council Members will endeavor to review all such material prior to the start of the meeting.
 - c. Speakers, including those presenting together, shall be limited to a maximum of twenty (20) minutes total to speak with regard to the submitted topic of consideration unless extended by a vote of the majority of Village council members.