



APPEARANCE BEFORE COUNCIL SPEAKER ADDRESS FORM

118 S. Main St., Fairfield, IA 52556
(Ph.) 641-472-6193 (Fax) 641-472-0698

Please use this form for providing information you wish to present to the City Council. Requests must be submitted to **City Hall by Noon on the Thursday** before the City Council meeting at which you wish to appear.

Today's date: Click here to enter a date.	
Date of Council Meeting you plan to attend: Click here to enter a date. <i>Council meets the second and fourth Monday of each month, except December</i>	
Name/Organization/Company: Click or tap here to enter text.	
Address or ward of speaker, organization or company: Click or tap here to enter text.	
APPLICANT INFORMATION (OPTIONAL)	
Phone: Click or tap here to enter text.	Email: Click or tap here to enter text.
TOPIC	
Date of Event (if applicable): Click here to enter a date.	
Subject to be discussed: Click or tap here to enter text.	
Background or Related Information: Click or tap here to enter text.	
List of Supporting Documents: Click or tap here to enter text.	

- You will be allowed 3-5 minutes for your presentation.
- Supporting materials must be provided with this form for the Council members can review the materials before the meeting, including maps, flyers, or any other pertinent information.
- If items are not on the City Council agenda they may be brought up for discussion but the City Council cannot act upon them. If you have questions regarding this procedure, contact the City Administrator at 641-472-6193.

By signing this form you agree to follow the Rules and Procedures for Conduct of City Council Business for the City of Fairfield, Iowa.

Applicant's Signature:	Date: Click to enter a date.
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OFFICE USE

Received by: _____
Signature Date Time

RULES OF PROCEDURE FOR CONDUCT OF CITY COUNCIL BUSINESS FOR THE CITY OF FAIRFIELD, IOWA

ADDRESSING COUNCIL FROM FLOOR

Securing Permission to Speak

Any persons desiring to address the Council shall first secure permission from the presiding officer. Remarks should be limited to the matter being considered.

Public Comments Generally

Members of the public addressing the Council will stand at the podium, give their full name and address or ward in a clear and audible tone of voice for the record, remain respectful, and avoid personal attacks. Members of the public shall be limited to three to five minutes speaking time, unless additional time is granted with good cause by the presiding officer. Total input on any subject under Council consideration may be limited to a fixed period by the presiding officer. All remarks shall be addressed to the Council as a whole and not to any individual member.

Councilmembers or staff shall seek the permission of the presiding officer prior to posing questions or asking for clarification from those making public comments. No additional members of the public may participate in any discussion without first being recognized by the presiding officer. A member of the public may not speak more than once during the Public Comment time period without the specific permission of the presiding officer.

Spokesperson for Group Presentations

Organized groups that wish to make a presentation longer than the public comment time allowed will be required to contact the City Clerk prior to the meeting to be added under the "Special Presentations" portion of the agenda. Presentations will be limited to 10 minutes, with 5 minutes allowed for Council questions, unless extended by the presiding officer for good cause. It is highly recommended that such groups provide any handouts in advance so that they may be included in the agenda packet and allow for more efficient discussion.

Public Hearings

Public Hearings will generally take place immediately preceding the related action item. Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration. Any formal presentations shall be limited to 10 minutes.

After a motion is made and seconded and a vote taken to close the hearing, further discussion from the public on this matter will not be allowed, except for good cause as determined by the presiding officer.

Disorderly Conduct

No person shall disrupt the orderly conduct of the Council meeting. Prohibited disruptive behavior includes but is not limited to shouting, making disruptive noises, such as boos or hisses, creating or participating in a physical disturbance, speaking out of turn or in violation of applicable rules, preventing or attempting to prevent others who have the floor from speaking, preventing others from observing the meeting, entering into or remaining in an area of the meeting room that is not open to the public, or approaching the Council table without consent. Any message to or contact with any member of the Council while the Council is in session shall be through the City Clerk.

Removal

While the Council is in session, the members must preserve order and decorum. Any of the following shall be sufficient cause for the Mayor/presiding officer to remove any person from the council chambers or meeting hall for the duration of the meeting:

1. Unreasonably loud or disruptive language, noise, or conduct which obstructs the work of conducting of the business of the council.
2. Willful injury of furnishings or of the interior of the council chambers or meeting hall.
3. Refusal to obey the rules of conduct, including the limitations on occupancy and seating capacity.

4. Refusal to obey an order of the presiding officer or an order approved by a majority of the council present.

Before removal of disruptive person / persons from the meeting hall, those person / persons shall be given a warning to cease his or her conduct. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the council present may order that the council chambers or other meeting hall be cleared of disruptive persons.

DECORUM DURING COUNCIL MEETINGS

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Members of the public desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.