

EXHIBIT "A"

RESOLUTION NUMBER 2019-071

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, TEXAS

ADOPTING A DECORUM AND PUBLIC COMMENT POLICY

WHEREAS the City Council of the City of Santa Clara, Texas has authority to set policies and procedures for the City; and

WHEREAS the City Council of the City of Santa Clara, Texas desires to hold open and orderly meetings, workshops and hearings that are safe for all persons in attendance; and

WHEREAS the City Council of the City of Santa Clara, Texas desires to welcome public comment and debate of issues being discussed by the City Council or any duly authorized Board or Commission in an atmosphere of fairness, courtesy, and respect for differing points of view.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA, TEXAS THAT:

Section 1. DECORUM AND PUBLIC COMMENT POLICY. It is hereby found and determined that the attached City of Santa Clara Decorum and Public Comment Policy, attached hereto as Exhibit "A" and incorporated herein for all purposes, is adopted and approved.

Section 2. MEETING OPEN TO PUBLIC. It is hereby found and determined that the meeting at which this Resolution was introduced, read and approved was open to the public as required by law and that the public notice of the time, place and purpose of said meeting was given as required.

Section 3. EFFECTIVE DATE. This Resolution shall be effective upon passage.

INTRODUCED, READ AND APPROVED by the affirmative vote of the City Council of the City of Santa Clara, Texas on this the 23 day of September, 2019.



CITY OF SANTA CLARA:

Jeff Hunt, Mayor

ATTEST:

Donna White, City Secretary

CITY OF SANTA CLARA
DECORUM AND PUBLIC COMMENT
POLICY

This policy is intended to facilitate the conduct of all public meetings, hearings and workshops in an open and orderly manner and in an environment safe for all persons in attendance, and to promote open meetings that welcome debate of issues being discussed by the City of Santa Clara or any duly authorized Board or Commission in an atmosphere of fairness, courtesy, and respect for differing points of view.

I. Rules of Decorum

The following rules shall be followed to maintain the decorum at every public meeting held by the City of Santa Clara or any duly authorized Board or Commission of the City:

- a. Attendees shall refrain from behavior which will disrupt the public meeting. Disruptive behavior includes, but is not limited to, making loud noises, clapping, booing, hissing, shouting, or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Attendees shall refrain from creating, provoking or participating in any type of disturbance involving demonstrating or threatening unwelcome physical contact, with any other person.
- c. Members of the public shall not approach the Council, Board or Commission, respectively, at any time without prior consent from the presiding officer of the meeting.
- d. Attendees shall refrain from talking on cell phones while the meeting is in session.
- e. The presiding officer of the meeting may rule out of order any comments made that are rude, inappropriate or intended to harass or incite any person or group of people or that are not addressed to the entire Council, Board or Commission, respectively. Comments that are ruled out of order shall be considered disruptive behavior if such comments are continued after the out of order ruling is made.
- f. The presiding officer of the meeting is authorized to take and shall take reasonable and appropriate measures to ensure compliance with these rules.

Attendees collectively includes any person attending the meeting to include, but not limited to, citizens, the general public, employees of the City, and the Council, Board or Commission members, respectively.

II. Public Comment Procedures

The following procedures shall be followed to maintain the orderly conduct at every public meeting held by the City of Santa Clara or any duly authorized Board or Commission of the City:

EXHIBIT "A"

- a. Each person intending to provide public comment or speak during the meeting shall complete a "Public Comment" form for each topic or item the person intends to speak or provide public comment upon.
- b. Completed "Public Comment" forms shall be submitted to the presiding officer of the meeting or the designated staff, board or commission member no later than five (5) minutes prior to the posted start time of the public meeting.
- c. Each person shall be given no more than three (3) minutes to speak or provide comment on each topic or item for which a completed "Public Comment" form was timely submitted.
- d. Comments shall be addressed to the full body of the Council, Board or Commission, respectively, and each speaker shall begin by providing their full legal name and in which State and County they reside.
- e. Persons intending to speak or provide comment upon non-agenda items or topics shall be called at the time the "Public Comment" section of the agenda is called during the meeting by the presiding officer in order of form submission.
- f. Council, Board and Commission members shall not comment on matters not on the agenda.
- g. Requests to engage any specific Council, Board, Commission or City Staff member in conversation shall not be honored during the meeting.
- h. Persons intending to speak or provide comment upon an agenda item or topic shall be called by the presiding officer in order of form submission after the agenda item or topic has been called and after all scheduled presentations on the topic or item have been given.

Criticism of any act, omission, policy, procedure, program, or service of the City, the City Council or any duly authorized Board or Commission is not prohibited and shall be made in a manner that follows this Decorum and Public Comment Policy. Failure to comply with this Decorum and Public Comment Policy may result in removal from the meeting and/or possible arrest.