

# THE CITY OF SOUTH EUCLID



## **POLICIES & PROCEDURES REGARDING PUBLIC DISCUSSION AT SOUTH EUCLID CITY COUNCIL MEETINGS**

Citizen Feedback is a vital part of our democracy and the City of South Euclid's policy regarding Citizen Participation at Regular Meetings of South Euclid City Council is governed by the following Section 111.11 of the Charter of the City of South Euclid:

### **Section 111.11 of the Charter of the City of South Euclid: Addressing Council**

"On the second and fourth Monday of each month, except during the month of August when no regular meetings are scheduled and at any special meetings of Council, Council shall make provisions for a period of time during such meeting to permit any person, regardless of his/her residence, to be heard on any matter. Any person desiring to address Council shall first secure the permission of the Presiding Officer to do so. During the business portion of the agenda at each regular or special meeting of Council, no audience participation shall be permitted unless Council, by majority voice vote, shall permit such participation."

"Each person addressing Council shall rise, give his name and address in an audible tone of voice for the records, and unless further time is granted by Council, shall limit his address to such period of time as is stated by the President of Council. All remarks shall be addressed to Council as a body and not to any member thereof. No person, other than the Council members and the person having the floor, shall be permitted to enter into any discussion, directly or through a member of Council, without the permission of the Presiding Officer. No question shall be asked a Councilman or by a Councilman except through the Presiding Officer." (Ord. 3-92. Passed 3-9-92.)

### **Policies have been implemented to ensure consistency with the City's Charter, including:**

- "Any person desiring to address Council shall first secure the permission of the Presiding Officer to do so." The official Council sign-in sheet serves to "secure the permission" and also documents for the record the correct name and address of the speaker for the official record of Council. Notice regarding signing-in is posted prior to the evening's Council Meeting.
- "Unless further time is granted by Council, (Speaker) shall limit his (her) address to such period of time as is stated by the President of Council." The President of Council at each meeting currently requests the speaker to limit comments during the Open Meeting portion of Council to no more than five minutes.

Please feel free to contact Keith Benjamin, South Euclid Clerk of Council at [kbenjamin@seuclid.com](mailto:kbenjamin@seuclid.com) if you have any questions or would like additional information.