

Public Speaks Guidelines

City of Lake Lotawana, MO

Anyone wishing to address the Mayor and the Aldermen in a Board of Aldermen meeting must fill out a Public Speaks appearance form. After completion, the form is to be given to the Presiding Officer.

Date: _____

Subject _____

Name _____

Home address _____

Comments are limited to 3 minutes for individuals and 10 minutes for a group during the Public Speaks section of the BOA meeting agenda. A question and answer period is not included in the speaker's time limit.

Comments are to be limited to city business and issues appearing before the BOA on that agenda or issues within the Board of Aldermen's control.

No person shall use Public Speaks as an opportunity to advertise personal business or as an opportunity to make a personal attack against an elected official or any other person. No public official shall use Public Speaks to make a personal attack against a member of the public.

Persons who have a complaint or a question about City services are encouraged to first address their complaint or question by talking privately with the appropriate City Department or elected official.

Persons who want to distribute a document, handouts or present a Power Point presentation must submit it to City Hall by the close of business on the Wednesday prior to a Tuesday BOA meeting.

Members of the Board of Aldermen shall not interrupt a person speaking, however, members of the BOA may, when the speaker is finished and upon being recognized by the presiding officer, ask for clarification or respond to a speaker's comment.

The presiding officer is responsible for enforcing these guidelines. Persons who disrupt the public meeting may be removed.

Adopted by the Lake Lotawana Board of Aldermen on October 18, 2011.