



CITY OF CORCORAN

A Hidden Gem Waiting To Be Discovered

Rules of Decorum for meetings of the City Council, Planning Commission, Parks and Trails Commission, and Charter Commission

The City of Corcoran wishes to give everyone an opportunity to be heard on matters before the City while protecting its ability to carry out the business of the City. In order to provide ample comment opportunity, attendees may speak at Open Forum, or prior to an agenda item section during the Public Comment Opportunity provided the following rules are followed:

General Rules

Persons not recognized by the Mayor or Chairperson should refrain from commenting, interrupting a speaker at the podium, conducting conversations with other members of the audience, or creating any other type of disruption causing distraction to a member of the Council, Commissioner, city employees, or a speaker at the podium.

All persons wishing to address the Council or Commission shall approach the podium in-person when recognized by the Mayor or Chairperson and clearly state their name, address, and subject being addressed. All persons attending through electronic means may use the raise hand function, or dial *9 to be recognized by the Mayor or Chairperson and clearly state their name, address, and subject being addressed. Proper decorum is expected at all times and speakers are asked to treat everyone with respect.

Should a member or members of the audience either in-person or through electronic means be identified as disorderly, the Mayor or Chairperson has the right to declare the meeting temporarily recessed and call for the removal of said person(s) from the premises or removed from electronic communication means. The City Council or Commission may by vote reinstate an individual who has been removed.

Council and Commission members must accord courtesy to each other, to city employees and to the public appearing before the City and must refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

The same rules of conduct noted in this policy shall also apply to members of the audience wishing to address the Council or Commission during any scheduled public hearing.

Open Forum

“Open Forum” provides an opportunity to be heard and is not an opportunity to debate an issue. The Council or Commission does not typically act on items brought up under “Open Forum” so they may allow time to thoroughly research the respective matter(s) and provide a measured and fair response. Matters raised may be referred to staff and a response, if necessary, will be provided to the speaker. If a matter will need to be brought back to the Council or Commission at a future meeting, staff will notify the speaker at such time that a meeting date has been determined.

Generally, a time period of no more than 20 minutes is reserved for public comment, with each speaker receiving a 5-minute time limit. Each speaker should observe this timeframe and plan their remarks accordingly.

Speakers shall address all statements and questions to the Mayor or Chairperson who may, in turn, refer any questions or research requests to staff. Speakers should strive to provide only factual information and refrain from repeating comments made by other speakers.

Agenda Items

Citizens may request permission to speak on agenda items by completing a public comment card found on a cart or table at the entrance of the Council Chambers and handing it to City staff, the Mayor, or Council. Citizens are invited to offer comments up to 5 minutes in length, not including time for answering questions by the Council or Commission. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council or Commission.

If numerous requests to speak on an agenda item are received, the Mayor or Chairperson will inform the Council or Commission of the number of requests. The Mayor or Chairperson, or any member of the Council or Commission may propose a total length of time for public comment on the item, which must be approved by the majority of Council or Commission members to be effective. The Mayor or Chairperson will use the gavel to indicate when the time for public comment is in order.

The Council and Commissions expect applicants and petitioners, or their representatives make presentations to the Council or Commission within 15 minutes, not including time for answering questions. Upon request, the Mayor or Chairperson may extend the time subject to the consent of the Council or Commission. Submission of written material in advance is strongly encouraged and expected. The Council and Commissions request previously submitted written material not be read in its entirety.

Public Hearings

Public hearings will be conducted as required by state laws and regulations, the City Charter, the City Code, and these procedures where they are not in conflict with them. Public hearings on development issues are held by the Planning Commission. The City Council does not conduct another public hearing but welcomes public comment, especially if new information is available.