

## **Village of Edmore**

### **Guide to Public Participation at Village Council Meetings**

Welcome to the Village of Edmore Council meeting. We hope the following information will help you understand the rules for public participation and comments during public hearings.

The Village President and Village Council appreciate and encourage your participation and offer these rules of procedure and conduct to ensure that everyone has an equal opportunity to speak in a civil and respectful environment.

All regular Village Council meetings follow the order of business presented in the agenda. The agenda is available in the Curtis Community Building in council chambers the day of the scheduled Council Meeting and online at [www.edmore.org](http://www.edmore.org)

209 S. Sheldon Street

Edmore, MI 48829

#### **Speaking at Village Council Meetings**

All Village Council Meetings follow the order of business presented in the agenda. The agenda is available in the Council Chambers the day of the scheduled meeting.

Citizens may speak publicly during "Public Comment" as designated on the meeting agenda or during Public Hearings intended to focus on specific issues at hand.

As a reminder, all public comments should be framed to provide a point of view, gain valuable information, or express a concern.

#### **Sign In Sheet**

Citizens wishing to address Village Council are encouraged to sign in before the start of public participation. A sign in sheet will be located in the chambers. Please print your name and address to ensure correct spelling in the minutes.

Using the sign in sheet to establish priority, the President will call upon you to speak.

When you are called by the President, please stand and wait to be acknowledged by the President before you speak.

Direct your comments to the President and Council. Begin by stating your name.

### **Audience Participation**

With regard to audience participation, citizens are urged, but not required, to present requests or complaints in writing to the Administration before meetings, along with indications of desire to address Council.

- A. Acceptable Conduct
  - a. Speakers shall not share, loan or borrow time,
  - b. Comments from speakers must be civil and respectful. Comments on physical appearance or character not related to job performance will not be tolerated. Infractions will result in the loss of remaining time, by order of the Chair, after one warning.
  - c. Members of the audience are expected to respect the views of others and not interrupt or harass speakers. Persons not following this rule may be expelled from the building by order of the Chair after one warning.
- B. Audience Participation. Audience participation shall be set at the beginning of the agenda, after Presentations.
  - a. In order to designate priority in speaking, citizens shall sign up in person prior to the start of Audience Participation.
  - b. Each speaker may speak a maximum of five minutes..
  - c. Following signed in speakers, others who wish to speak will be recognized by a show of hands.

Direct your comments to the President and Council. State your comments or concerns. It is not the practice of Council to respond directly to questions during this portion of the meeting. The opportunity for the President and Council to individually respond generally occurs during the **"Council Business"** or **"Communications from the President/President Report"** section of the meeting.

### **Public Hearings**

Public Hearings are designated to discuss a specific topic as noted on the agenda.

During a Public Hearing, a maximum of five minutes is provided for audience comments directly related to the specific issue before the Council prior to its vote or action.

All speakers *are* expected to refrain from personal attacks on Council Members, village staff or other members of the audience.

**Communicating with Your Elected Representatives**

If you have a concern or issue that you would like to discuss for longer than three minutes, you *are* encouraged to contact your elected officials directly.

You may contact the Village President or Council Representatives in the following ways:

Telephone: (989) 427-5641. Village Offices will pass your contact information to the council trustee you wish to speak with.

Email: [villagemanager@edmore.com](mailto:villagemanager@edmore.com), Village Manager will forward and communications to the council trustee you wish to correspond with.

Letter/Mail. Is placed in the council member mailbox located at the office. Please indicate on the letter or envelop who it should address.