

RULE 10 – PUBLIC COMMENT/PUBLIC FORUM

CITY COUNCIL RULES OF PROCEDURE

The entire City Council Rules of Procedure are available [online](#).

- A. Public Comment.** The City Council appreciates hearing from the public about items on its agenda, and desires to set aside time at each Council business meeting for Public Comment. At the start and close of each meeting, the public may address the Council about City business. City business is considered something germane to the ongoing and regular operations of the City and/or topics which would routinely involve the government of the City of Mukilteo. Comments regarding specific items on the agenda will be taken when that agenda item is heard. Comments should not be taken on items subject to quasi-judicial consideration by the Council, unless it is during a specified public hearing. Speakers are asked to identify the specific agenda items they wish to address, or if during general public comment, the specific matter of City business which they wish to address. Speaker sign-in cards or sign-in sheets will be available for persons wishing to address the Council.
1. All comments by proponents, opponents or other members of the public shall be made from the podium or remotely and only after being recognized by the Presiding Officer of the meeting; any individuals making comments shall first give their name and city of residence. This is required because an official recorded transcript is being made. In order to facilitate an orderly and productive public meeting, the City Council requests that remarks be made generally and all speakers should seek to be courteous in their language.
 2. No comments shall be made from any other location. Anyone making “out of order” comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the City Clerk or City’s ADA Coordinator. During the general public comment portions of the meeting, the Presiding Officer will invite the public to speak to the Council about City business topics that are not scheduled on the evening’s agenda. Speakers will limit their presentation to 3 minutes, to allow time for all present. No speaker may convey or donate his or her time for speaking to another speaker. If many people wish to speak to a particular issue, the Presiding Officer or Council may limit the total amount of time dedicated to public comment during a public comment period or may limit the time allotted to each public commenter. Any such change must be made prior to the start of the applicable public comment period. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during a specific public comment period or agenda item.
 3. During specific agenda items, if the Presiding Officer or City Clerk has received Speaker’s sign-in cards or sign-in sheets, public comment will be invited. Following the introduction and briefing of each item and prior to the beginning of Council discussion or a motion, the Presiding Officer will call for public comment on the issue. A motion made prior to the call for public comment shall be out of order.

4. If many people wish to speak to a particular issue, Council may choose to continue the time for public comment on that issue to a future Council meeting. In the event of single subject group comment, at the discretion of the Presiding Officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed. Groups that qualify for this exception shall submit to the Presiding Officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.
5. Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk at the Meeting or by emailing the written comment to the Clerk by 4:00 p.m. on the day of the meeting. A copy of the public comment will be provided to each Council Member; the document will not be read aloud unless a motion approved by a majority of Council present requests it.
6. The following language will be printed on the published agenda under “Public Comments”: The City Council appreciates hearing from the public about items on its agenda or other City business. City business is considered something germane to the ongoing and regular operations of the City and/or topics which would routinely involve the government of the City of Mukilteo. If comments are made on non-City business, the Presiding Officer will request the speaker to redirect comments to a specific matter of City business one time, after which the speaker will be deemed out of order and their opportunity to provide public comment will be ended. Comments regarding items on the agenda will be taken when that agenda item is heard. Speakers are asked to state their name and city of residence for the record, and to limit their comments to three (3) minutes or less. In order to facilitate an orderly and productive public meeting, the City Council requests that remarks be made generally and all speakers should seek to be courteous in their language. The full City Council rules on public comments can be found in Rule 10.
7. Public participation at Council meetings is encouraged. This is your opportunity to address the Mayor and Council about City business.
 - a. If you wish to speak, please complete a speaker card or the sign-in sheet and submit it to the Clerk. If you will be commenting on an item on the Agenda, write the Agenda Item number on the card or sign-in sheet. You will be called when that item is heard.
 - b. You will have three (3) minutes to make your comments. When there are 30 seconds remaining, you will be alerted to summarize your comments. At the end of the three (3) minutes, you will be alerted again, signifying the end of your comment period. Comments made after the end of your comment period are considered out of order, and your microphone will be turned off. If the speaker continues further, it will be considered an improper disruption of the meeting.
 - c. Testimony during Public Hearings is generally limited to five (5) minutes and should not be presented during this portion of the meeting.
 - d. Public comment is not the time for questions and answers – it is a time for members

of the public to speak to City business. If there are responses to questions from elected officials, that time will not count towards the time limit. Information offered in response to questions should be kept to the specific question asked.

- B. Courtesy.** In order to facilitate orderly and efficient meetings, City Council requests all speakers during Public Comment, in the discussion, comments, or debate of any matter or issue, be courteous in their language and deportment and endeavor to not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any member of the Council, or any member of the staff or the public, but shall at all times seek to confine their remarks to those facts which pertain to the City business being discussed. The City of Mukilteo recognizes the right of members of the public to express themselves during public comment periods within the parameters of these rules, but the Mayor and/or City Council reserves the right to provide a response to public comments following the conclusion of the applicable public comment period if they deem it warranted.