

CITY OF WILLOWS – PUBLIC HEARING RULES



August 12, 2021

The City of Willows holds public hearings to provide community members and any individual/organization to voice opinions and comments about the matter before the City Council

The goal of these meetings is to enhance communication and encourage positive dialogue and allow for participants to provide their input to the City Council. All constructive suggestions and comments are welcome.

Although these meetings are intended to be an open forum, the following rules of order will be enforced to promote civility and ensure that anyone who wishes may be heard:

1. The City Mayor is designated as the Chair to moderate the meeting unless he/she designates the responsibility to another Council Member or member of City Staff. The Chair has sole power to recognize each speaker and grant him/her the floor.
2. Each person wishing to comment at the meeting may reserve time by providing his/her name to the City Clerk before the commencement of the meeting or immediately following City presentation. Those wishing to comment should place their name on 3 x 5 card provided and submitted to the City Clerk prior the commencement of the meeting or immediately following City presentation.
3. When recognized, each speaker will have three (3) minutes ask questions or to deliver public comment regarding the noticed topic. Council or Staff response time will not be counted toward the three minutes. A speaker may not relinquish his or her time to another speaker, nor may a speaker return for additional comments/questions once the 3 minutes has been completed.
4. If an opinion has been given previously on the topic already discussed, it is requested that you pass on your time so that others may have an opportunity.
5. While a person is speaking, no interruptions will be tolerated (verbal or otherwise). Any person who makes any outburst or interruption when he/she does not have the floor, or who makes inappropriate or inflammatory comments or questions, or personal attacks will be excluded if their conduct prevents conduct of business.
6. These rules apply to all in attendance, including the City Council and City Staff.
7. The City Clerk shall keep action minutes of the meeting and shall audio record the meeting.

Your Participation in Public Hearings is always welcome and your courtesy in obeying these rules stated above is appreciated.