



## PUBLIC INPUT AT A MARY ESTHER CITY COUNCIL MEETING

To ensure all citizens have an opportunity to address the City Council regarding their concerns, the City of Mary Esther has implemented the following procedures. Your adherence to and compliance with them is appreciated.

### **FOR ALL**

- Amidst the Covid-19 pandemic, and until otherwise revoked, all persons entering City Hall and/or attending public meetings are required to undergo a temperature screening upon entry and wear a mask/protective face covering while inside.
- Regular City Council meetings are held the first Monday of each month at 6 PM. Any deviation from that schedule (including meeting dates which fall on a holiday) will be announced in public session and be posted on the City's website and corner marquee.
- In order for the Council to consider your issue and focus on your remarks, do not attempt to distribute any handouts or reference materials to them immediately prior to or during the meeting.
- When recognized by the Mayor, step to the podium, adjust the microphone so that you will be speaking directly into it, then state your name and address for the record. Meetings are recorded, therefore please speak clearly and succinctly, particularly when wearing a mask/face covering.
- You will have 3-5 minutes to speak. Please keep your comments on topic.
- In accordance with *F.S. §286.0114(4)*, as may be amended, in the event an issue or topic is of concern to a group, regardless of any official organization of the group, a representative shall be designated who shall speak on the group's behalf. Each member of the group will not be allotted time to speak on the same issue. However, a representative of an opposing viewpoint or stating neutrality on the issue will be given 3-5 minutes to present his/her viewpoint.
- All comments must be civil in public discourse whether written or spoken.

### **CITIZENS WHO REQUEST TO BE PLACED ON THE AGENDA**

- If you wish to be placed on the agenda to address the Council on a specific matter not otherwise included on the agenda, you must complete a Speaker's Form (attached) and return it to the City Clerk no later than 10 AM on the day one week prior to the meeting.
- Any handouts, photographs, references or other materials you wish the Council to consider in support of your concern, must be submitted in advance alongside your speaker's form. Only one set of material is required for submission unless color copies are desired. The City will make and distribute the correct number of black/white copies as part of the agenda packet. However, if you would prefer color, then please submit six complete (unbound) sets.

- Do not attempt to distribute new material to the Council during the meeting and do not read aloud the handout materials. Having submitted the paperwork in advance, the Council will have had the opportunity to familiarize themselves with the issue and your documentation.
- At the conclusion, the Council may ask you questions and/or deliberate amongst themselves. Seldom will a decision be made on the spot; however, the Council may provide direction to staff in furtherance of your concern and the topic may be continued to a future meeting for further action.

#### **CITIZENS WHO REQUEST TO SPEAK ON NON-AGENDA'ED ITEMS**

- When the Mayor announces this section of the agenda, raise your hand and wait for to be recognized.
- Do not attempt to distribute any handout materials.

#### **PUBLIC HEARINGS AND QUASI-JUDICIAL HEARINGS**

- The Mayor will open a public hearing to receive comments in support of or opposition to a proposed project or item under consideration. If you would like to speak to the matter, raise your hand and wait to be recognized by the Mayor.
- Make all comments from the podium, speaking directly into the microphone. Begin by stating your name and address for the record.
- You should state your position clearly and succinctly without belaboring any point. If your position is in line with another's who has previously testified and you have nothing new to contribute, you should simply state your concurrence with the other person's viewpoint.
- In the case of quasi-judicial proceedings, all persons wishing to provide testimony will initially be requested to stand and take an oath administered by the City Attorney or City Clerk.

**The City of Mary Esther thanks you  
for your interest by participating in our local government proceedings  
and appreciates your observance of this policy.**



**SPEAKER'S FORM**  
City of Mary Esther Council Meeting

As you complete the form below, please note certain fields marked with an asterisk (\*) are required. Late or incomplete submissions, particularly where required information is omitted, will be deferred by Council to a future meeting pending receipt of all information.

**COMPLETED FORMS WITH ACCOMPANYING PRESENTATION MATERIALS MUST BE TURNED IN TO THE CITY CLERK BY 10 AM ON THE DAY ONE WEEK PRIOR TO THE MEETING DATE.** (For example, if the meeting is on the 10<sup>th</sup>, the form and supporting documentation must be submitted by 10 AM on the 3<sup>rd</sup> of month.)

Only one (unbound) set of material is required *unless color copies are requested*, in which case six complete, collated, and unbound sets are required.

**PRINT OR TYPE**

Date of Submission: \_\_\_\_\_ \*Council Meeting Date: \_\_\_\_\_

\*Speaker's Name: \_\_\_\_\_ \*Address: \_\_\_\_\_

\*Speaker's Phone or Email address: \_\_\_\_\_

\*Topic/Issue: (use the back or separate sheet if needed) \_\_\_\_\_

\*Have you spoken with City Staff or the City Manager about this issue? If so, who and when?

Desired action by Council? \_\_\_\_\_

\*Presentation Materials Attached? Yes \_\_\_\_\_ No \_\_\_\_\_ # of Pages \_\_\_\_\_

**All comments must be civil in public discourse whether written or spoken.**