

# CITY OF MARSHFIELD

## PUBLIC COMMENT AND AGENDA POLICY

### PUBLIC COMMENT –

The City of Marshfield welcomes commentary and input from all those interested in business items on the agenda. The following standards are hereby set forth:

A)

1. A reasonable time limit will be observed as necessary to understand the topic. It is the Mayor's discretion to determine when it's time to move forward.
2. Decorum must be observed at all times.
3. The speaker's discussion must pertain to the agenda topic presently before the City.

B)

Prior to the Future Agenda Items, a Public Forum can be held. The content is to be any item, concern or idea that affects the City or citizens services provided by the City. The Mayor is to have full discretion as to whether or not this shall be held and how it is moderated. The Mayor may suspend this forum in favor of time constraints or more pertinent business before the City.

### AGENDA –

1. The City Clerk or City Administrator will prepare the agenda for each regular Board of Alderman meeting. The Committee Chairman will prepare agendas for committee meetings.
2. All requests to place items on Board of Aldermen agenda must be made to the City Clerk or City Administrator in a timely manner. Agenda items submitted by Marshfield elected officials, citizens and City staff shall be submitted by Tuesday at noon of the week prior to the Regular Business Meeting. Items of emergency nature that must be considered before the next scheduled regular meeting may be added by the City Administrator or City Clerk.
3. Agenda item requests may be made from citizens, elected officials and staff.
4. Each agenda item topic should be listed separately to allow the public to know in advance that this topic will be discussed and/or acted upon.

*\*Adopted by Board of Aldermen on October 11, 2012  
To become effective November 15, 2012*