

**CITY OF PORTAGE
POLICY FOR PUBLIC COMMENTS**

Public Comment shall be allowed under this section of the agenda for the purpose of allowing the non-elected general public the opportunity to address the Common Council or Board, Committee or Commission on any topic regarding City government or Board, Committee or Commission; or matters over which the Common Council or Board, Committee or Commission has authority to act; and that is not a topic of a current or previous public hearing. Agendas will provide a Public Comment Period at the beginning of the meeting. Comments will also be allowed during the meeting if recognized by the Mayor/Chairperson or if an alderperson relinquishes his speaking time to a member of the public.

The following rules shall apply:

- Campaigning for elected office shall not be allowed during the Public Comment Period.
- Individuals who wish to address the Common Council or Board, Committee or Commission under the Public Comment Period shall first complete the Public Comment Appearance Form that indicates their name, address, and topic. The individual can speak on that topic for a maximum of 5 minutes. Any speaker or public commentor being recognized by the Mayor or Chairperson shall advance to the podium in the center of the Council Chambers; or in the case of a Board, Committee, or Commission; to the front of the table.
- The Mayor or Chairperson shall silence any outburst of emotion and keep order. Any person attempting to upset the decorum shall be asked to leave the premises, and in the event they do not do so, shall be ejected upon order of the Mayor or Chairperson.

This Policy shall be reviewed each year at the Annual Organizational Meeting.

Appearance Form for Public Comment:

Name: _____

Address: _____

Date: _____

Topic: _____

**FORM MUST BE SUBMITTED TO THE CITY CLERK BEFORE PUBLIC COMMENT
PERIOD BEGINS**