

RESOLUTION NO. 2013-03-25-01

*A resolution of the City of Danville adopting "Communication Guidelines" to establish procedures whereby the citizens of Danville may provide effective communication to the city commissioners before and during regular city commission meetings to assure that meetings of the city commission are conducted in an effective manner.*

WHEREAS, the Board of Commissioners of the City of Danville, hereinafter "City", seeks to fulfill its duty as the elected representatives of the citizens of Danville in a manner that is responsive to the community; and

WHEREAS, the City desires that its government be both transparent and accountable to the public; and

WHEREAS, the City seeks to govern in a manner that is consistent with the city manager form of government; and

WHEREAS, the City seeks to conduct its meetings consistent with the foregoing and in a business-like, professional, and effective manner that is in collaboration with city management; and

WHEREAS, written guidelines governing the conduct of City meetings stating the principles, policies and procedures to accomplish these goals best assure that meetings of the City are conducted in an atmosphere conducive to principled, accountable, and transparent governance.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Danville, Kentucky, that it hereby approves and adopts by reference "Communication Guidelines" dated March 25, 2013, attached hereto.

This the \_\_\_\_\_ day of March, 2013.



BERNIE HUNSTAD, MAYOR  
CITY OF DANVILLE, KENTUCKY

ATTEST:

\_\_\_\_\_  
DONNA PEEK, CITY CLERK  
CITY OF DANVILLE, KENTUCKY

**City of Danville, Kentucky**  
**Communication Guidelines at the Meetings of**  
**The Danville Board of Commissioners**

Bernie Hunstad, Mayor & Presiding Officer

Paige Stevens, Mayor Pro-Tem

James Atkins, Commissioner

Kevin Caudill, Commissioner

Paul Smiley, Commissioner

**Communication Guidelines.**

The Danville Board of Commissioners (also called the “City Commission”) seeks to fulfill its duty as the elected representatives of the citizens in a manner that is responsive to the community. Accordingly, the City Commission welcomes suggestions or comments from citizens regarding issues affecting city residents and issues regarding the city government itself.

Citizens can provide input to their elected representatives on the Board of Commissioners in several ways. The most effective way for citizens to communicate with city commissioners is to contact one or all commissioners prior to the meeting so more time is available to consider the concerns or recommendations expressed. This can be done by letter, email, city website comment page ([www.danvilleky.org](http://www.danvilleky.org)), phone call, or in person. The city website lists the best contact information for all city commissioners; this information is also available at city hall. Citizens desiring to do so may attend a city commission meeting to discuss their concerns.

Citizens having concerns about city service issues can often have those issues resolved by contacting the city staff. If the issue remains unresolved, or if the citizen still wishes to comment to their elected officials regarding the matter, they should contact their elected officials.

**Board of Commissioners Meetings.**

Citizens are not required to appear before the City Commission to present their viewpoints publicly. Instead, in our city manager form of government elected city commissioners act as a body (Board of Commissioners) to make decisions that are in the public interest of all the citizens of Danville. The Board of Commissioners regular meetings are held at city hall, 445 W. Main Street, on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month beginning at 5:30 pm. These meetings of the city typically last several hours.

The Board of Commissioners procedurally follows Roberts Rules of Order (with the exception of rotating voting order on the city commission). The Board of Commissioners has a Presiding Officer (the Mayor or Mayor Pro-Tem) who calls the meeting to order, calls up each agenda item

for consideration, and recognizes city commissioners or others who wish to speak on an item. The Presiding Officer enforces rules and procedures to promote fair consideration of each agenda item and to maintain an orderly process for that consideration. In order to be heard, all members of the City Commission utilize their microphones when addressing an issue. The Presiding Officer may summarize discussion on an issue before the final vote is taken by the City Commission.

### **Goals of Communication Guidelines.**

If you are attending a Board of Commissioners meeting, welcome! We are glad that you are in attendance and value your interest in our city government. The purpose and goals of these communication guidelines are to:

1. Provide directions on how you as a citizen may be heard by the Board of Commissioners during our business meeting.
2. Maintain an efficient and effective Board of Commissioners business meeting.
3. Ensure that harmony and civility is maintained among all those who are in attendance.
4. To represent and project our outstanding city to all people everywhere by maintaining a positive environment during our city commission meetings.

### **How To Be Heard at Board of Commissioners Meetings.**

Citizens are welcome to appear before a regular Danville Board of Commissioners meeting and provide public comment regarding agenda items or other issues affecting the city or its residents. The most effective method of providing advisement to the commissioners is by providing information that is brief and straight to the point.

There are three (3) ways in which citizens may have input on topics to be considered by the Danville Board of Commissioners: These three ways are as follows:

1. Request a Topic Be Placed On the Agenda. In advance of the completion of the meeting agenda, any citizen may request consideration that a topic be listed as an agenda item. This request shall be made in a timely fashion by the citizen to the city clerk or the city manager. When making the request, the citizen shall describe the issue, a suggested short title for listing it on the agenda, and the name(s) of the individual(s) that will be listed on the agenda to discuss the topic.

If the requested topic is listed as an agenda item, the citizen requesting the topic (and others) may speak on the topic (when recognized by the Presiding Officer) for longer than three minutes, subject to other time constraints that may be imposed by the Presiding Officer. Time limitations, if any, that may be imposed will be done in accordance with Roberts Rules of Order and may be resulting from factors such as the length of time the agenda item has already been considered,

length of time each speaker (or other speakers) have already addressed the issue, remaining issues to be considered on the agenda, or other similar reasons.

2. Speaking on Agenda Item or Other Subject, At the Beginning of the Meeting. Any citizen that did not request that a topic be added to a City Commission agenda (under # 1, above) may nonetheless attend a City Commission meeting to speak on any item listed on the agenda or any other subject affecting the City of Danville or its residents. The Presiding Officer will, at the beginning of the meeting agenda following "Commissioner Comments" and before calling up other agenda items (unless another agenda item is given priority by vote of the City Commission), ask if any citizen wishes to speak ("Hear the Public") on any item listed on the agenda or any other subject affecting the citizen, the City of Danville or its residents. Any citizen recognized to speak shall be limited to three (3) minutes.
3. Citizen Comment Prior to Adjournment. The Presiding Officer will, prior to calling for adjournment of the City Commission meeting, ask if any citizen wishes to speak ("Hear the Public") regarding agenda items considered or other issues affecting the city or its residents. Any citizen recognized to speak shall be limited to three (3) minutes.

The maximum time allotted for each "Hear the Public" session shall be thirty minutes (one hour total) unless additional time shall be granted by vote of the City Commission.

#### **How to Speak at City Commission Meetings.**

There are five rules citizens should follow in addressing the City Commission:

1. Citizens wishing to speak must first be recognized by the Presiding Officer. To be recognized, a citizen shall raise his/her hand and shall not speak until recognized by the Presiding officer as having the floor to speak.
2. Citizens recognized to speak must speak from the podium using the microphone.
3. Citizens are encouraged to give their name (but are not required to do so).
4. Citizens shall limit their comments to three minutes (unless speaking on an agenda item they have requested – See # 1 above, Request a Topic Be Placed on the Agenda).
5. Citizens shall direct their comments to the City Commission unless during that process the Presiding Officer shall request staff provide a response or engage in the discussion.

#### **Maintaining Effective and Efficient City Commission Meetings.**

Our goal is to maintain an efficient and effective City Commission business meeting. Certain conduct is counterproductive to that goal and is therefore prohibited, as listed below:

1. Signs in the City Commission meeting room.

2. Failure to maintain the established time given to speak at the meeting. Time limits for speaking will be enforced without exception as all citizens shall be treated equally and fairly.
3. "Booing", "Heckling" or "Shout Outs" of any speaker by the audience.
4. Raising voice in anger or use of profanity.
5. Other situations not conducive to a successful meeting, as may be ruled by the Presiding Officer.

**Cell Phone Usage, by City Commission/Staff.** The use of cell phones during all meetings of the City Commission requires compliance with the state's Open Meetings Law. This law requires that during any meeting of the City Commission any discussion regarding an agenda item or discussion of other city business by or between the City Commission, city staff or member of the public be open, transparent, and heard by all present and be in the official video recording of the meeting ( certain exceptions apply for executive sessions). Accordingly, members of the Board of Commissioners, city staff, or member of the public may not use cell phones to privately voice or text communications regarding any city business being considered at the meeting.

**Cell Phone Usage, By Citizens.** The use of cell phones by citizens attending the City Commission meeting is permitted, but regulated. Citizens must follow the following rules during City Commission meetings:

1. Turn off audible cell phone ringer and place ringer on vibrate;
2. Step outside the city commission room to make or return voice calls; and
3. Text messaging is permitted, but only if text ringer is turned to "silent".

**Enforcing Rules for Effective Meetings.**

The Presiding Officer enforces Roberts Rules of Order, as adopted by the City Commission that establishes rules and procedures to promote fair consideration of each agenda item and to maintain an orderly process for that consideration. Roberts Rules of Order, and these Communication Guidelines, are applicable to all members of the City Commission, city staff, citizens, members of the press, and all others in attendance at a meeting of the City Commission.

If a City Commissioner or city staff member is engaging in unacceptable behavior, the Presiding Officer will identify the unacceptable behavior and request compliance with established rules and procedures. If the unacceptable conduct should continue, the Presiding Officer shall request the City Commission to enforce the rules by taking appropriate action.

If a citizen is engaging in unacceptable behavior, the Presiding Officer shall take the following action:

1. Identify the problem behavior;
2. Request compliance with the established procedures;
3. If unacceptable conduct continues, the Presiding Officer will announce a brief recess (without objection from the City Commission) and the Presiding Officer or his designee will approach the citizen and calmly advise the citizen that he/she may stay in the meeting if he/she will comply with the procedures.
4. If the citizen fails to comply with the procedures after being so advised, the citizen will be escorted out of the meeting by the Presiding Officer or his designee.
5. Our goal is to never have this happen!

**Citizen Input Appreciated.**

The Danville Board of Commissioners appreciates input from citizens regarding issues affecting city residents and issues regarding the city government itself. These communication guidelines are established to inform citizens how they can be most effective in:

- placing items on an City Commission agenda for discussion;
- briefly discussing issues that are listed on an agenda; or
- briefly discussing other matters of interest or concern at a City Commission meeting.

Thank you for your compliance with these guidelines!

Final version adopted at 3/15/13 Commission meeting