

**SUPPLEMENTAL MEETING RULES FOR THE CITY COUNCIL
CITY OF FOND DU LAC
WISCONSIN**

April 2023-2024

MEETINGS

Rule 1

During the month of November, the regular City Council meeting normally held on the 4th Wednesday shall be changed to the 4th Tuesday because of the Thanksgiving holiday.

AGENDA

Rule 2

1. The City Clerk, under the direction of the City Manager, will prepare an agenda for the Council.
2. Any Council member or the City Manager may introduce an item for an agenda any time except for an agenda item for the next Council meeting. For that, the deadline is one week before the next Council meeting.
3. Agenda items and issues acted upon by Council cannot return to a subsequent agenda for one year, except as a motion to reconsider or reverse requested by two or more members voting on the prevailing side.
4. If a matter is properly noticed on an agenda for a meeting but is pulled from the agenda at that meeting, the presiding officer may nevertheless allow members of the public wishing to speak to that item to do so.

SEATING ARRANGEMENT

Rule 3

Seating arrangements in the Council Chambers shall be determined by the City Clerk.

RECORDING OF MEETINGS

Rule 4

All meetings of the Council may be recorded and kept on file for not less than one year, except for closed sessions. A video or similar digital format recording of meetings, except closed sessions may be made available to the public via the city's web site, generally within 48 hours after the meeting.

COUNCIL PRESIDENT

Rule 5

A member elected as President serves as presiding officer and should serve no more than two consecutive years.

BOARD, COMMITTEE, COMMISSION AND ASSIGNMENTS

Rule 6

City Council members shall act as regular members and shall not serve as the Chairperson/Co-Chairperson for any Board, Commission, Committee or Assignment.

WAIVER OF RULES

Rule 7

By a majority vote of the Council these rules, in whole or in part, may be changed or waived.

PROCEDURES FOR A PUBLIC HEARING

Rule 8

1. Prior to the start of the “Comments from the Public” portion of the public hearing, the Presiding Officer may require that all persons wishing to be heard to sign in with the clerk, giving their names and addresses, the agenda item, and whether they wish to speak in support, in opposition, or otherwise. Any person who fails to sign in may not be permitted to speak, at the discretion of the Presiding Officer. At any public hearing all persons who have signed in and wish to be heard will be heard.
2. The Presiding Officer shall be authorized to establish speaker time limits and otherwise control presentations to avoid repetition.
3. In public hearings that are not of a quasi-judicial nature, the Presiding Officer, may establish time limits and otherwise control presentations. The Presiding Officer may set the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, vested interests, etc.

PROCEDURES FOR AUDIENCE COMMENT

Rule 9

1. Members of the public may make comments on agenda items with a time limit of five minutes and subjects not noticed on the agenda with a time limit of one minute.
 - a. The Presiding Officer shall have the sole authority to take measures to limit repetitive comments.
 - b. The Presiding Officer shall have the sole authority to modify speaking time.
2. The Presiding Officer may require that all persons wishing to speak during the audience comment section complete a citizen comment form in advance of the meeting, giving their names and addresses and an explanation of the item or items they about which they intend to comment.

- a. Any person who fails to sign up may not be permitted to speak, at the discretion of the Presiding Officer.
 - b. The Presiding Officer may read the Citizen Comment sheet out loud, leaving off the street address number and phone number, prior to the speaker's comments.
 - c. The Presiding Officer may read a statement outlining the rules for open public comment prior to allowing any speakers who have signed up to speak to take the microphone.
 - d. A speaker may allocate time between different subjects, as outlined in their Citizen Comment sheet, during their one minute non-agenda item increment.
3. All speakers shall keep their comments civil.
- a. Persons addressing the Council shall not make personal, unduly repetitive, slanderous or profane remarks, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting.
 - b. The Presiding Officer may rule a speaker is out of order and direct the City Clerk to shut off the speaker's microphone if profane, obscene, slanderous, abusive or disorderly language is used.
 - c. At the discretion of the Presiding Officer or upon a majority vote of the Council, the Presiding Officer may order removed from the legislative chambers any person who fails to observe these rules of decorum and interrupts the due and orderly course of any meeting of the City Council.
 - d. Speakers that violate the City's ordinances, including unnecessary noise or disorderly conduct, may be cited for a violation of the City's Code and be required to pay a forfeiture in municipal court if found in violation.
4. The Council shall not discuss or deliberate upon any item brought forward by public comment, unless such item is already listed on the agenda for the meeting.
5. The Presiding Officer may refer a matter raised during public comment to the City Manager for review and possible action at a future meeting.
6. Nothing in this rule is intended to limit the inherent authority of the Presiding Officer to conduct and control a meeting.

PROCLAMATIONS

Rule 10

Proclamations may be made by the presiding officer as part of Council meetings in celebration of individual, team or group achievement in competition, service or other exemplary accomplishment as requested by any member or the City Manager.

COUNCIL MEMBER DEBATE

Rule 11

1. The Presiding Officer, shall recognize members who wish to speak on a matter before the member is allowed to speak. If more than one member wishes to speak on a matter, the Presiding Officer shall recognize the member who requested to speak first. However, members who have not spoken on the matter shall be given preference to speak over members who have previously spoken on the particular matter.
2. As a general rule, members should limit themselves to two five minute speaking turns on any pending question. Brief introductory comments to motions, generally, do not count as a speaking turn for a pending question.

REMOTE ACCESS

Rule 12

The Council allows for remote access by its members at Council meetings, when a Council member who would otherwise be absent wishes to participate for the entirety of the meeting and has provided prior notice to and received approval from the Presiding Officer.

COMMITTEE OF THE WHOLE

Rule 13

Committee of the Whole study sessions may be called in the same manner as provided for Council meetings, but the function of such a meeting is to investigate or study a subject matter. This committee may: take no action, recommend an action to be acted upon at a future Council meeting, or refer the matter to a future Council meeting or other governmental body without a