



**CITY OF STARKVILLE
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM NO:
AGENDA DATE: 08-18-2015
PAGE: 1

SUBJECT: DISCUSSION AND CONSIDERATION OF ESTABLISHING PROTOCOL FOR CITIZEN COMMENTS EFFECTIVE AT THE FIRST MEETING HELD IN THE NEW CITY HALL.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:**

**DIRECTOR'S
AUTHORIZATION:** ALDERWOMAN LISA WYNN

FOR MORE INFORMATION CONTACT:

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL OF ESTABLISHING PROTOCOL FOR CITIZEN COMMENTS AS OUTLINED IN THE PACKET EFFECTIVE AT THE FIRST MEETING HELD IN THE NEW CITY HALL.

TERMS AND CONDITIONS GOVERNING CITIZEN COMMENTS

The following terms and conditions shall govern Citizen Comments at all official meetings of the Mayor and Board of Aldermen of the City of Starkville. The City of Starkville may amend or revise these Terms and Conditions at any time. Until revised, they shall be strictly enforced. Any person desiring to be heard at an official meeting of the Mayor and Board of Aldermen during Citizen Comments shall first be required to fully and completely fill out a City of Starkville Citizen Comments Application, which may be obtained from the website of the City of Starkville or from the Administrative Assistant to the Mayor and Board. Unless the Application is completed fully and submitted within the deadline specified herein, the Mayor and Board of Aldermen will not allow a citizen to comment at its Official Meetings. The terms and conditions required are as follows:

1. The fully completed and signed Citizen Comments Application must be delivered to the office of the Administrative Assistant to the Mayor and Board of Starkville by 5:00 PM on the Thursday before a regular Board of Aldermen meeting. Failure to deliver the Citizen Comments Application by the aforesaid deadline will result in a rejection of the Application for the forthcoming meeting and a delay of granting the Application until the next following regular meeting of the Mayor and Board of Aldermen.
2. The Chief Administrative Officer ("CAO") shall use discretion to contact the Applicant to determine if any complaints about the city can be resolved in advance of the regular Board of Aldermen meeting. The Applicant promises to cooperate to see if any complaints can be resolved before the Board meeting at which the Applicant seeks to speak. The CAO shall place the names of each Applicant on the agenda in the area of Citizen Comments along with city related subject matter as submitted by the Applicant. The CAO shall include a cover sheet with the Applicant's name and subject matter along with a copy of each Applicant's submitted application in the Board packets.
3. Citizen Comments shall be limited to three minutes per Applicant per meeting.
4. The subject matter of the Citizen Comments must be related to official City of Starkville governmental issues. Citizen Comments should not be used to advertise businesses or otherwise promote nongovernmental events.
5. Except for public forums and public hearings specially set by the Mayor and Board of Aldermen, Citizen Comments will only be heard at regular meetings of the Mayor and Board of Aldermen.
6. Citizens appearing during the Citizen Comments section of a Board of Aldermen meeting shall not use abusive language or otherwise behave in a manner reasonably calculated to be physically threatening toward anyone else in attendance. Citizens shall remain behind the podium placed for the Citizens use and shall not parade about or otherwise approach the Mayor and Board or other City Employees unless specifically invited to do so. Violation of this paragraph shall result in the termination of the citizen's right to be heard and removal from the Citizen Comments section of the meeting.

The Application and Terms and Conditions for Citizen Comments are separate and distinct from the process and procedure for reserving a Public Appearance before the Mayor and Board of Aldermen. The Public Appearance process remains the same.

CITIZENS COMMENT FOR BOARD MEETINGS

City of Columbus (Spoke with COO David)

1. Citizens will need to fill out a form in order to speak at board meetings.
2. Form needs to be submitted no later than 5p.m. the Wednesday prior to the Tuesday Board meeting.
3. Citizens have 5 minutes to speak
4. The number of requests allowed is unlimited.
5. The COO, calls Citizens after receiving their requests to see if he can answer any questions that they may have or direct them where they need to go.
6. A citizen is limited to 3 citizens comments per year (has not enforced because they do not have many requests – possibly due to the citizens having to fill out paperwork in order to speak)
7. Citizens can only speak about Official City of Columbus business.
8. They haven't had too many citizens comments lately.

City of West Point (Spoke with Deloris, Mayor's Assistant)

1. They do not have a citizen's comment area.
2. They have a public appearance area.
3. A citizen will need to fill out a "public appearance" request form at least 5 days prior to the Board meeting.
4. Citizens have 3 minutes to speak.
5. The number of requests allowed is unlimited.
6. Applicant must be a citizen of the City of West Point.
7. They average less than 5 citizens per meeting, if any.

City of Tupelo (Spoke with Linda, Clerk)

1. Citizens will need to fill out a "Citizen's Hearing form for Public Agenda" in order to speak at board meetings.
2. Form needs to be submitted no later than 5p.m. the Thursday prior to the Tuesday Board meeting.
3. Citizens have 5 minutes to speak
4. The number of requests allowed is unlimited.
5. The Mayor will need to approve the request to be placed on the agenda.
6. Citizens can only speak about Official City of Tupelo business.
7. Applicant must be a citizen of the City of Tupelo.
8. They average about 2 to 3 citizens per meeting, if any.

City of Hattiesburg (Debbie – acting City Clerk)

1. Citizen's comments have been suspended for now due to the inappropriateness of comments being made; citizens have protested this suspension.
2. Their prior process was that citizens were allowed to speak for 5 min during their Monday discussion session.
3. Discussion of agenda items took place on Mondays and the voting on items took place on Tuesdays.
4. Citizens were only allowed to speak at the end of the agenda; not before the discussions.
5. They are working on a solution that may limit the inappropriateness of comments.
6. Citizens will also ONLY be able to speak for 3 minutes once they restart the citizens' comments portion of the agenda.

City of Oxford (Lisa – City Clerk)

1. They do not have citizens comments section designated on the agenda.
2. Aldermen may at their discretion open up the floor for the opinions of the constituents on particular items such as Public hearings and changes to neighborhoods, street issues, etc. However, when they do, they only allow citizens to sign in (mandatory for follow-up purposes), speak for 2 minutes and limit the amount of citizens that they will hear from. If they open up the discussion and no one raises their hands to be heard, then the Aldermen QUICKLY move on with the agenda.
3. Citizens are encouraged to speak with their Aldermen before coming to speak at board meetings. This helps to give them a voice in the event that the Aldermen do not open a particular discussion up to the citizens.
4. If the discussions are open by an Aldermen, their normal practice is to announce at the beginning of a meeting, what items they will have an open discussion on and give the citizen an opportunity to discuss the item before getting to that item. However, citizens do have the option to wait until that item has been discussed and then opened up for citizens' comments.

CITY OF STARKVILLE
Citizen Comments Application

INTRODUCTION

Notice:

This form must be completed in total and signed in order for you to be placed on the Citizen's Comments Section of a Board of Aldermen Meeting. Your signature constitutes your agreement with the attached Terms and Conditions sheet.

Printed Name of Person	_____		
wishing to address	First	Middle	Last
Board of Aldermen			

Residence Address	_____			
	House or Apartment No,	Street	City,	State Zip Code

Telephone Numbers () - _____	() - _____
Home	Cell
() - _____	
Work	

Email address	_____ @ _____
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Subject Matter you wish to speak about:

If you have a complaint, please explain it in detail so that efforts may be made to resolve it.

Attach additional pages if necessary.

By signing below, I signify and promise that I agree to all of the terms on the attached sheets

Signature of Person: _____

Date: _____

**City of Eupora Regular Board Meeting of the Mayor and
Board of Aldermen**

1st Monday of each Month @ 6 PM

Form must be turned in to City Hall by noon the Friday before the meeting

Request to be placed on the next agenda
(Does not include tabled items)

Date: _____

Topic: _____

Description or background of Topic:

Person Requesting: _____

Phone #: _____

Address: _____



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**AGENDA ITEM NO:
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SUBJECT: DISCUSSION AND CONSIDERATION OF A NEW FORMAT FOR THE CITY OF STARKVILLE AGENDA SUBMISSION FORM.

AMOUNT & SOURCE OF FUNDING:

FISCAL NOTE: N/A

**REQUESTING
DEPARTMENT:**

**DIRECTOR'S
AUTHORIZATION: ALDERWOMAN LISA WYNN**

FOR MORE INFORMATION CONTACT:

AUTHORIZATION HISTORY:

SUGGESTED MOTION: MOVE APPROVAL OF A NEW FORMAT FOR THE CITY OF STARKVILLE AGENDA SUBMISSION FORM.

Mayor
Parker Wiseman

Vice Mayor
Roy A. Perkins

Board of Aldermen
Ben Carver
Lisa Wynn
David Little
Jason Walker
Scott Maynard
Henry Vaughn, Sr.

Chief Administrative Officer
Taylor Adams

City Attorney
Chris Latimer

City Clerk
Lesa Hardin



Police Chief
R. Frank Nichols

Fire Chief
Charles Yarbrough

**Human Resources
Director**
Randy Boyd

**City Planning &
Community Development**
W. Buddy Sanders

City Engineer
Edward Kemp

Utilities General Manager
Terry Kemp

Court Administrator
Tony Rook

Technology Director
Joel Clements, Jr.

**Park and Recreation
Director**
Herman Peters

Sanitation Director
Emma Gandy

OFFICIAL ELECTRONIC PACKET

CITY OF STARKVILLE, MISSISSIPPI

MAY 19, 2015