



## City of Hart COUNCIL RULES AND PROCEDURES

1. Meetings shall open with Pledge of Allegiance.
2. Only persons recognized by the Chair (Mayor) shall be noted in the minutes.
3. Persons wishing to speak during Public Comment shall first be acknowledged by the Chair and will state their name and address for the record. Speakers shall limit their comments to three minutes, but additional time may be granted, in the discretion of the Chair, particularly when a person has been designated to speak on behalf of a group of individuals. Council members are encouraged to wait and address agenda items when the agenda item is brought to the floor, rather than during the Public Comment period. The Public Comment is intended to be a time when the Council receives input from the public, rather than a discussion time. Regardless of the speaker, comments should be made only after recognition by the Chair.
4. Persons addressing the Council will maintain a proper decorum in the Council Chambers. The use of vulgar, obscene, threatening or otherwise inappropriate language or gestures shall result in a verbal warning and/or ejection from the Council Chambers at the discretion of the Chair.
5. The public may not address the Council during its deliberations on a particular matter, unless requested to do so by the Chair. Public input will be appropriate only during Public Comment periods, public hearings and such other time as input is solicited by the Chair.
6. The deadline for matters (including communications) to appear on the agenda shall be Thursday at 5:00 P.M. prior to a regularly scheduled Council meeting, unless an earlier time has been set (or 48 hours prior to a special meeting). This shall also apply to Council members. Those people desiring to be placed on a meeting agenda shall state in writing their reasons and the subject matter to be presented and shall submit written materials to be considered at the meeting by these deadlines. Emergency matters may be considered by Council, if the agenda is amended.
7. The Council has adopted a policy of employing a Consent Agenda. Items that might customarily be included in Consent Agenda include: Approval of Agenda, Approval of Minutes, Acceptance of Correspondence, Department Reports, Reports of Boards, Commissions and Committees and Bills, Claims and Payroll. Upon the request of any Council member, an item may be removed from the Consent Agenda and placed on the Agenda for full discussion and consideration.
8. Council members shall receive an agenda packet with the tentative agenda. All efforts will be made to make the agenda packet available to the members on the Friday prior to the regular meeting.



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9. Council members are to be notified of any commission/committee meetings.
  
10. The Council may from time to time adopt health and safety procedures for meeting attendance up to and including requiring all Council, Board and Commission meetings to be held virtually, requiring members of the Council, Boards, Commissions and Public to adhere to these procedures. Examples of health and safety procedures include: social distancing, restrictions on approaching members of the council during public meetings, and requiring in person attendees to wear a face mask covering which meets MDHHS, MIOSHA and/or CDC guidelines. Failure to adhere to adopted health and safety procedures may result in removal from in person attendance at that meeting.