

PUBLIC RULES OF DECORUM

In compliance with the Ralph M. Brown Act and to further facilitate feedback, public comment is encouraged at meetings of the City Council, its Authorities, Agencies, and Boards and Commissions, and Committees and its Agencies, in accordance with the following rules. Please note Members of the public are encouraged to contact the City Manager, or respective Operating Department Directors, first before making service requests or service complaints directly to the Council.

- At the beginning of each meeting to consider Closed Session items, public comments are permitted to address one (1) or more Closed Session Items scheduled on the Agenda prior to the Inglewood City Council convening deliberations in private. Public comments during Closed Session shall not exceed a total of one (1) minute in length.
- At the beginning of each meeting to consider Open Session items (Consent Calendar, Warrants and Bills, Setting Public Hearings, Departmental Reports, Authority and Agency Items, Council Initiatives, etc.), public comments are permitted to address one (1) or more Open Session Items (excluding Closed Session Items, and Public Hearings) scheduled on the Agenda. Public Comments occurring at the beginning of Open Session shall not exceed a total of three (3) minutes in length.
- Public comments are not permitted on any scheduled Closed or Open Agenda item or Public Hearing in the event the item has been pulled from the Agenda, postponed or rescheduled for another date.
- Public comments to address a Public Hearing scheduled on the Agenda shall not to exceed 1 minute in length.
- At the conclusion of the City Council meeting prior to adjournment, public comments are permitted on any items of interest to the public and within the subject matter jurisdiction of the City Council. Public comments occurring at the end of Open Session shall not to exceed one (1) minute in length.
- The Mayor, or Presiding Officer of the meeting may, at his or her discretion, restrict or grant additional speaker time based on such considerations as Agenda length, volume of speakers, complexity of item, or looming threat of loss of quorum.
- The Mayor, or Presiding Officer of the meeting may request that a spokesperson be chosen by the group to address the Council when a group of persons wish to comment on the same subject matter.
- Speakers are not permitted to cede their time, or any portion thereof, to another speaker.
- The Mayor, or Presiding Officer of the meeting, may invoke the use of speaker cards at any time use of such cards is deemed necessary to facilitate the orderly process of permitting public comment.

- All public comments are to be directed to the Mayor, or the Presiding Officer, and not to any other member of the public or to any single Council, Authority, Agency, Board, Commission, or Committee Member unless in response to a question from that Member.
- Any person making a public comment who wishes to provide written or other materials to the Mayor and Council must first request permission to approach the dais. If and when permission is granted, materials shall be given to the Sergeant At Arms for distribution.
- Commenters must be civil and respectful when addressing the Mayor and Council Members, and making reference to others.
- No person attending a public meeting shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, feet stamping, booing or making any loud, threatening, profane, abusive, personal, impertinent or slanderous uttering or comments. No person is allowed to disturb, disrupt, or otherwise impede the orderly conduct of the meeting.
- Members of the audience and speakers shall not wear or display signs, placards, banners, hats, costumes or similar items at any time in the Council Chamber that obstruct the view of the legislative body or audience members, or which creates sufficient disruption to impede the orderly conduct of the meeting or to intimidate other attendees of the meetings.
- Persons making public comment should not routinely expect to receive answers to questions posed during their remarks. Unlike Town Hall, Neighborhood Block, and other meetings and gatherings more conducive to question and answer format, City Council Meetings are business meetings. In many cases staff will be available to take speaker questions and contact information and respond in a timely manner.

ENFORCEMENT OF RULES AND DECORUM

- The Mayor, or Presiding Officer of the Council or Committee, with the assistance of the Sergeant-at-Arms or any law enforcement officer, shall be responsible for maintaining the order of the meeting and uniformly enforcing the Rules of Decorum.
- In the event that any person breaches the Rules of Decorum, the Mayor, or Presiding Officer, shall order the person to cease the offending conduct.
- If any person continues to breach the Rules of Decorum in a manner that disturbs, disrupts or otherwise impedes the orderly conduct of the meeting following an order from the Mayor, or Presiding Officer, to cease the offending conduct, the Mayor, or Presiding Officer, may order that person to leave the meeting.
- If any person refuses to leave the public meeting following an order to do so from the Mayor or Presiding Officer, that person may be escorted out of the meeting by any law enforcement officer present and may be subject to arrest for violation of the California Penal Code or Inglewood Municipal Code.