



TELEPHONIC MEETING POLICY

(This policy remains in effect until in person meetings are acceptable)

- Agendas shall be published within 48 hours in advance, preferably 72 hours in advance.
- Agendas should include detailed items that are to be considered or discussed.
- No agenda add-ons unless it is an emergency circumstance.
- Public comment is to be taken at the outset of agenda items.
- Person wishing to speak on the agenda should identify themselves and provide their comment on any agenda item within the standard three-minute rule.
- Public comment is eliminated following motion and second from the Council.
- After public comment, non-city employees on the call shall be muted by default by the Clerk to eliminate background noise.
- Council and staff are encouraged to mute themselves unless speaking to eliminate noise.