

RESOLUTION NO. 2021-002-R

**A RESOLUTION AUTHORIZING A POLICY FOR
PUBLIC PARTICIPATION DURING MADISON POLICE CITIZENS
ADVISORY COMMITTEE MEETINGS**

WHEREAS, the Madison Police Citizens Advisory Committee (“Committee”) is empowered to receive public comments during its meetings, and it welcomes input from members of the community; and

WHEREAS, the Committee may adopt reasonable time, place, and manner parameters for receiving public comments; and

WHEREAS, the Committee has reviewed best practices and guidelines pertaining to receiving public comments, preparing minutes, and running efficient meetings according to rules of parliamentary procedure; and

WHEREAS, the Committee has determined that updating its policy pertaining to receiving public comments will enable the Committee to conduct business more efficiently during meetings, provide ample opportunity for residents to weigh in on matters of public concern within and outside of Committee meetings, and enhance security for residents attending the meeting and the City’s computer networks;

BE IT HEREBY RESOLVED that the Committee adopts the following policy for hearing and receiving public comments, during Committee meetings:

PUBLIC PARTICIPATION POLICY

- During the Public Comments portion of the agenda, all speakers will have a maximum of three minutes to address the Committee.
- No speakers will be allowed to speak more than once during Public Comments or give their surplus time to other speakers.
- Before or during the Committee meeting, speakers must sign up for Public Comments by filling out a card available from the Committee Secretary. The Committee Chair will call speakers in the order that they signed up. Speakers must provide their name, address, telephone number, and e-mail address on the card so that Committee members of City staff may follow up with them. The City will not disclose speakers’ personal contact information.
- Speakers signing up for Public Comments prior to the Committee meeting are encouraged to provide additional information about the topic to be discussed. Doing so will allow Committee officers to research the issue and potentially provide a resolution or more information by the time of the meeting.
- Each speaker must state his or her name and City Council district, street, or

neighborhood prior to presenting comments.

- Speakers shall address their remarks to the Committee President.
- If someone cannot attend a meeting, the Committee will accept e-mails, letters, or phone calls. Written correspondence must be submitted to the Committee Secretary by noon on the day of the Committee meeting. Committee members welcome and will read written correspondence pertaining to agenda items prior to the meeting, but they are not required or expected to read correspondence out loud and verbatim during the meeting. Written correspondence for public comments will not be a part of the minutes.
- Individuals wishing to video or audio record the meeting must adhere to the following procedures so that the City can notify people attending the meeting, particularly minors, that they may be recorded:
 - Anyone planning to record all or a substantial portion of the public comments, or the business portions of the meeting must place recording equipment (e.g., cameras, phones, tripods, etc.) in an area designated by the Committee Chair.
 - When the meeting begins, the Committee Chair will announce to those attending that the City and others are recording the meeting.
 - Video and audio recordings must be performed in such a way that they do not disrupt or interfere with the operation of the meeting or others who are attending the meeting.
 - Arrangements for placing special microphones or lighting equipment must be coordinated with City staff prior to the start of the meeting.
- Speakers who would like to present a PowerPoint or other digital media must e-mail their presentations to the Committee Secretary and IT department by 5:00p.m. on the Friday preceding the Committee meeting. Electronic files brought to the Committee meeting at the time of the meeting will not be loaded for use, and the City will not plug in outside computers, players, or presentation devices into its network.
- Individuals who would like to request reasonable accommodations pursuant to the Americans with Disabilities Act may direct their requests to the City's ADA Coordinator.
- Committee members will not engage in dialogue or Q&A with speakers, but the Chair will assign a Committee member to provide a response within a reasonable timeframe after the meeting. Committee members will seek advice or support from City staff as reasonably necessary. Any document requests must be submitted to the City Clerk's office.
- The Committee will not comment on pending claims or lawsuits. The City takes allegations of misconduct seriously, and any such concerns should be reported to the Mayor or City Attorney's office so that City staff can address concerns through proper procedural channels, protect the legal and privacy interests of involved parties, and provide consistency in review and resolution of claims or disputes.
- Disruptive behavior including the use of profanity, threats, or vulgar or threatening gestures are not proper for Committee meetings or correspondence to Committee. Speakers who are disruptive may be removed from the Committee chambers.

BE IT FURTHER RESOLVED that the City Clerk shall provide copies of this policy to Madison residents upon request, shall publish the policy on the City website, and shall provide current contact information for the appropriate Committee officers described in this Resolution;

BE IT FURTHER RESOLVED that each and every provision of this Resolution is hereby declared to be an independent provision, and the holding of any provision hereof to be void or invalid for any reason shall not affect any other provision hereof.

READ, PASSED, AND ADOPTED at a regularly scheduled meeting of the Madison Police Citizens Advisory Committee of the City of Madison, Alabama, on this 26th day of October, 2021.



Marc Highsmith
Chair

ATTEST:



Rebecca Colon Franz
Secretary