

**Sec. 2-4. Public meetings.**

(a) Any person who seeks to address the members of a commission, committee, or other official body of the city at any public meeting will be permitted to speak on any matter listed on the agenda or on any other matter of public concern, subject to the following provisions:

1. The presiding officer shall designate a time during the meeting at which the public may address the members. The presiding officer may require persons wishing to speak during any portion of a meeting to sign in before the start of the meeting and to provide their names, addresses, and topics to be discussed.

2. Prior to speaking, each person must be recognized by the presiding officer and must state his or her name and address for the record.

3. Subject to subsection 2-4(a)(4), public comment is limited to no more than five (5) minutes per person and to no more than two (2) hours per meeting, unless extended by consent of a majority vote of the members present. The presiding officer or his or her designee shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.

4. If the presiding officer recognizes that more than 20 persons desire to speak, he or she may limit each speaker to comments of no more than three (3) minutes. Whenever any group of persons wishes to address the members on the same subject matter, the presiding officer may ask that a spokesperson be chosen from the group. If additional matters are to be presented by other persons in the group, the presiding officer may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.

5. Persons invited by the presiding officer to address the members are subject to such time limitations as the majority of the members present may prescribe.

6. Separate rules, as required by law or as otherwise provided in this Code, will govern the conduct of quasi-judicial hearings.

(b) The city clerk shall post the provisions of subsection 2-4(a) on the city's website.