Town of Monroe Policy

Date of Adoption: 4/15/2021

Title: Meeting Rules

Any contact outside of a meeting pertaining to city business must be through either an email or letter. Please do not call or text a council member on their personal phones.

Agenda Items

If you want to be listed on the agenda you must send an email or letter to the finance officer stating your name and your topic. Please also give a brief description of your item and any questions that you may have. The email or letter must be received at least 7 days prior to the meeting date.

Rules of the floor

Please do not interrupt the meeting. You will first be given a warning. If you continue with further outbursts; you will be asked to leave. Any citizens wishing to address the board must state their name while at the microphone. Do not try to have a question and answer session with any council members; This is not a time to interrogate or argue. You may make statements and ask questions. You will be limited to **two** (2) minutes only. Do not make personal attacks, or air personality grievances. All comments will be taken under advisement.

After you have returned to your seat the council may try to answer some or all of your questions.

Public Comment

SDCL 1-25-1 (Paragraph 4)

The public body shall reserve at every regularly scheduled official meeting

a period for public comment, limited at the public body's discretion, but not

so limited as to provide for no public comment. At a minimum, public comment shall be allowed at regularly scheduled official meetings which are designated as regular meetings by statute, rule, or ordinance.

Public Comment provides an opportunity for the public to address the Town Board with concerns and comments on items, which are not on the agenda. During the Public Comment portion of the meeting the rules of the floor apply.

Public Discussions

On some agenda topics the President may open the topic for a public discussion. You may only speak about the current agenda topic. During public discussions the rules of the floor apply.