



Full Guidelines for Citizen Participation in the City Commission meetings are included on the reverse side. Here are some items to keep in mind if you choose to comment:

- **Follow the agenda:** Public comments are now held before the legislative agenda to ensure that all community voices are heard at the start of the meeting. The Mayor will ask for public comment about each agenda item during the legislative portion of the meeting.
- **Complete a Participation Card** and provide proof of residency in Clark County if you wish to participate.
- **Be respectful:** Speak in a civil and respectful manner, avoid profanity and language that could be considered in incite violence.
- **Follow time limits:** Each participant has a total of **three minutes** of speaking time and topics are limited to matters upon which the City has authority to act.
- **Be brief:** Keep your remarks brief and to the point. You may comment on no more than three agenda items at any one meeting. You will not be recognized to speak to the same matter more than once at the same meeting.
- **Get recognized:** You may speak once recognized by the Mayor. Address your comments to the Commission through the Mayor. Comments should not be directed at staff or other citizens.
- **Be understanding:** Commissioner's comments will now be scheduled immediately following the public comment period. This adjustment allows Commissioners to address items raised by the public, including any questions that City Staff can answer at the time of the meeting. For questions requiring additional follow-up, the City Manager will arrange for the appropriate Staff Member to provide a response at a later time.
- **Don't disrupt:** The Mayor will not recognize requests from citizens to poll the Commission prior to the time when an official vote will be taken. Citizens shall not ask for a show of hands or other expressions of support or opposition from those in attendance. Signs and banners are not permitted.

City of Springfield City Commission

Guidelines for Citizen Participation in City Commission Meetings

1. These guidelines apply to regular and special meetings of the City Commission and are enforced by the Mayor. Public hearings before the City Commission are conducted under separate procedures.
2. Commission work sessions (informal meetings) are primarily for staff or others to brief the City Commission on matters that may require action later. Comments from the audience are generally not taken unless the Commission suspends this guideline for a particular topic as provided in guideline #12. When comments are allowed, they are limited to one comment per person, not exceeding three minutes per work session.
3. Citizens may speak on agenda items as follows: The Mayor will permit comments on agenda items not scheduled for a vote at that meeting. The Mayor will also permit comments on items scheduled for a vote before the vote occurs. Each citizen may comment on up to three agenda items per meeting, with a total speaking time of three minutes for all agenda matters.
4. Citizens wishing to speak must fill out a comment card. If a comment card is incomplete, a citizen will be disqualified from speaking at the meeting. If a citizen provides false information on a comment card, they will be prohibited from speaking at the meeting in which they requested to speak and one (1) subsequent meeting after.
5. Citizens wishing to fill out comment cards must be verified as Clark County, Ohio residents by either providing a valid driver's license or state issued ID.
6. Comment cards will not be accepted fifteen (15) minutes after the regular meeting's roll call.
7. Non-agenda comments are limited to three minutes and should pertain to matters within the City's authority.
8. Citizens are asked to speak at the microphones and provide their names and addresses for the record.
9. Citizens are expected to address the Commission courteously and respectfully.
10. Citizens should keep comments brief. When two and a half minutes have elapsed, a warning will be given that thirty seconds remain. At the three-minute mark, the Mayor will direct the citizen to stop speaking. Failure to comply may result in removal from the meeting.
11. Citizens must recognize the Mayor as the presiding officer and direct comments through the Mayor. Comments should not target other citizens. Rude, vulgar, offensive, disrespectful, or disparaging comments are prohibited.
12. Citizens may not speak to the same matter more than once at the same meeting.
13. The Mayor will not recognize requests to poll the Commission before an official vote. Citizens should not ask for shows of hands or other expressions of support or opposition from the audience. Signs and banners are not allowed.
14. Questions or complaints better addressed by staff or not scheduled for immediate action will be handled outside Commission meetings. Citizens may return to a later meeting if they are dissatisfied with the response.
15. The Mayor may interpret these guidelines to balance participation and responsibility. A majority of the Commissioners present must vote to suspend or waive these guidelines.

Adopted January 14, 2025