



**REQUEST TO ADDRESS  
THE CENTRALIA CITY COUNCIL**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**ADDRESS (optional)** \_\_\_\_\_

**PHONE (optional)** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AGENDA ITEM OF CONCERN:** \_\_\_\_\_

\_\_\_\_\_

**SUMMARY OF CONTENTS TO BE DISCUSSED:**

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**Note: Please read the section of the Centralia Municipal Code that pertains to addressing meetings. It is on the reverse side.**

Sec. 2-23. - Addressing meetings.

In order to secure the rights of the citizens of the City of Centralia to fair and just representation before their elected officials, and to guarantee order at public meetings of the Centralia City Council, the following rules are established:

- (1) Any person who seeks to address the members of the city council 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:
  - a. The mayor shall designate a time during the meeting at which the public may address the city council. The mayor 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.
  - b. Prior to speaking, each person must be recognized by the mayor, or given consent to address the city council by a majority of the members present.
  - c. Prior to speaking, each speaker must state his or her name for the record. The speaker shall not be required to state his address for the record.
  - d. Subject to subsection (1)(e), public comment is limited to no more than five (5) minutes per person and to no more than forty-five (45) minutes per meeting, unless extended by consent of a majority vote of the city council members present. The mayor or his or her designee shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired. A speaker cannot give his or her allotted minutes to another speaker to increase that person's allotted time.
  - e. In order to expedite council business and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, it shall be in order for the mayor to encourage that a spokesperson be chosen from the group to address the council. If additional matters are to be presented by any other members of the group, the mayor may limit the number of such persons and limit the presentation to information not already presented by the group spokesperson.
  - f. Persons invited by the mayor to address the members are subject to such time limitations as the majority of the members present may prescribe.
  - g. Speakers will be well-mannered in their language and presentation. Any person who engages in threatening or disorderly conduct when addressing the city council shall be deemed out-of-order by the mayor and their time ceased to address the city council at said meeting.
- (2) Other than as provided in this section, no person other than a council member, city attorney or city official shall address the council.
- (3) Public comment is not intended to require the mayor, city council members, or any city official to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.

(Code 1963, § 2-2-8; Ord. No. O14-36, § 1, 9-22-14)

Sec. 2-24. - Disturbing meetings.

It shall be unlawful to disturb or interrupt any regular or special meeting of the council. Any person violating any provision of this section shall be fined not less than one hundred fifty dollars (\$150.00) nor more than five hundred dollars (\$500.00) for each offense, and may be summarily ejected from the council chambers and the premises where it is situated.

(Code 1963, § 2-2-9; Ord. No. O14-36, § 2, 9-22-14)