

GUIDELINES FOR PUBLIC PARTICIPATION
AT THE CITY OF BARNWELL COUNCIL MEETING
(Revised 01/10/22)

We are pleased that you have chosen to be here this evening and participate in your local government. The City Council meets in regular session on the 1st Monday of each month at 5:30 p.m. in the City Council chambers located at City Hall in the City of Barnwell. This is the formal meeting of the City Council during which council takes official action on various items of business. These items are listed on the posted agenda and made available to everyone prior to the meeting.

City Council meetings follow certain guidelines which have been developed to assist with both the flow of the agenda and to insure citizen participation and comment. We welcome your involvement and are interested in hearing your comments. We do, however, request your consideration of the following:

- Formal council packets are sent out to council members the 4th day before the regularly scheduled monthly meetings. Those individuals who wish to be placed on the agenda should notify the City Administrator's Office at 803-259-3266 by Monday no later than 12:00 p.m., one (1) week prior to the next scheduled meeting, to be properly included on the meeting agenda. The City Administrator must be advised of the specifics of the item requested to be placed on the agenda and must approve the placing of the item on the agenda.
- While not required to include an item for "Public Comment", the City Council places this item on their agenda to provide this additional opportunity for citizen input to the council. Personal attacks on council members, City staff members, or members of the public are not allowed. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting.
- It is inappropriate to utilize this period for the purpose of making political speeches. All remarks should be addressed to matters of city business.
- After recognition by the Mayor, please state your name and address for the record and proceed with a brief statement. As a courtesy to others, please be brief in your comments (no longer than 3 minutes) and refrain from being repetitive of the remarks made by previous speakers. Large groups may designate a spokesperson to present the position of the group on a particular issue.
- The Mayor may limit discussion on a particular issue, especially if a great many residents have indicated their interest in speaking. The most effective and useful

comments are those which focus directly on the issues under consideration and which may even offer possible solutions or alternative points of view.

- In order to address City Council and the public comment portion of the agenda, it will be necessary for the speaker to be a citizen, property owner or city business owner of the City of Barnwell, unless given special consent by council.
- Complaints should initially be addressed, in writing, to the City Administrator for resolution and not at the “Public Comment” portion of the city agenda. Complaints about other city officials should be addressed, in writing, to the Mayor for resolution and not be the public comment portion of the city agenda.
- The agenda will not be amended the night of a council meeting to add new items requiring a vote due to possible conflicts with FOIA.

Original Adoption 6/4/2012, revised 01/10/22