

COMMISSIONERS' ORDER NO. ORD-xxx-24

AN ORDER AMENDING THE RULES OF PROCEDURE FOR THE CITY OF COVINGTON BOARD OF COMMISSION MEETINGS.

\* \* \* \*

WHEREAS, pursuant to Commissioner's Order No. ORD-04-21, providing rules and guidelines for City Commission meetings is a best practice, and the desire is to provide a method of providing fair, open, transparent, efficient and an orderly manner to conduct public meetings.

NOW THEREFORE,  
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

Rule 5. **PUBLIC COMMENT.**

***The purpose of the Public Comment agenda item for the city's legislative meetings is to provide the public with the opportunity to bring to the attention of the members of the Board of Commissioners items of interest to the public and within the city commission's subject matter jurisdiction.***

- (1) Members of the public may address the Commission by informing the City Clerk of their desire to address the Commission. A sign-in sheet shall be available for those wishing to address the commission. On recognition, the member of the public shall begin the comments by stating his or her name and address. Comments are limited to three (3) minutes.
- (2) ***Decorum of Speakers; Each person who addresses the Commission shall shall abide by the Code of Conduct for speakers set forth in Section 30.08 of the Covington Code of Ordinances***
- (3) ***The presiding officer is responsible for maintaining the decorum of the meeting and has considerable latitude to establish and enforce rules to control disruptive public speakers or audiences at public meetings. The presiding officer or the legislative body may require that disruptive individuals be escorted from the meeting room if necessary for the orderly conduct of the meeting.***
- (4) ***When there is a group of speakers intending to address the same topic, the presiding officer may require the group to select one person to speak on behalf of the entire group.***

- (5) Questions asked during this order shall be answered at a later date. The Members of the Commission are not to engage in a debate with the speakers but may ask questions to clarify or better understand the remarks of the speaker.
- (6) This order of business shall be limited to 30 minutes
- (7) Members of the public may also have the opportunity to give testimony on specific ordinances or orders during that order of business if they have made arrangements through the City Manager's Office at least 24 hours in advance of the meeting.

Rule 24.     **STANDING RULES.**

**A. Time Limits**

The following time limits apply unless suspended pursuant to this order:

- 1) Commissioners are allowed during debate to speak twice on a particular issue for no longer than three (3) minutes each time. Members may not yield any unexpired time to another member or reserve such time for him or herself. Time will not be charged to the original speaker if he or she yields to another member's question through a Point of Information.
- 2) Official reports from non-legislative body members are limited to ten (10) minutes, exclusive of direct questions asked by the legislative body.
- 3) Remarks during Commissioners' comments are limited to five (5) minutes.

**B. Meeting Etiquette**

- 1) Comments made during debate by members of the legislative body must be germane to the issue at hand and must never attack or question the motives of other members.
- 2) Any individual who, in the opinion of the presiding officer or the legislative body, becomes abusive, belligerent, profane, or disruptive to the meeting shall be asked to remain orderly or to leave the meeting. The presiding officer or legislative body may require that the individual be escorted from the meeting room if necessary for the orderly conduct of the meeting.
- 3) **The presiding officer or the legislative body may prohibit the use of signs, poles, or other props in the Commission meeting room.**

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Passed: \_\_\_\_\_