

citizen may not re- submit a request on the same subject matter within 180 days from the preceding request.

The business portion of the Council’s regular meeting shall be concluded immediately after the completion of “Hearing of Appeals.” No action shall be taken on matters raised or discussed during “Public Comments” other than possibly placing such matters on a future regular meeting or standing committee meeting of the Council. The Council may have representatives of the City appear and speak on topics raised during “Public Comments.”

C. **Public Hearing Time Limitations and Procedures**

The Chair shall limit the time allowed for speakers in public hearings in accordance with the following:

1. Individuals

Individuals shall be limited to a total of five (5) minutes per meeting; their use of those five (5) minutes shall begin as soon as they have been called upon to speak. Speaking at a public hearing, shall not be counted against an individual’s total of five (5) minutes. Speakers will be called in the order in which they signed up to speak, although they may first be sorted into supporting or opposing the item.

2. Groups of 6 or more

Groups of six (6) or more individuals advocating a similar position on a single item are collectively limited to a total of thirty (30) minutes per meeting. A single representative of a group in favor or opposed to a particular agenda item can use the entire thirty (30) minutes if five (5) individuals signed to speak prior to the representative yield their time to the representative. Speaking at a public hearing shall not be counted against a group’s total of thirty minutes.

3. Zoning Change Requests ~~or Appeal of Administrative action~~

~~Zoning Change Requests and Appeals from Administrative Action presentations may, at the discretion of the Chair, be extended up to~~

~~twenty (20) minutes with up to an additional ten (10) minutes to respond to any comments by interested, opposing parties.~~

Zoning Change Requests shall follow the procedure below.

- a. The Council will receive public input on Zoning Change Requests. Time limitations for public input will follow the rules outlined in V.C.1 and V.C.2.
- b. The applicant will receive up to 10 minutes of uninterrupted time to present the zoning application and/or respond to items raised during public input.
- c. Councilors will then ask questions of any party once recognized by the Council Chair.

4. Appeal of Administrative Action

- a. Filing the Appeal: To appeal an Administrative Action, the appeal process must be timely filed and permitted by the City Charter and/or ordinance. The appellant shall follow the process prescribed by ordinance for filing the appeal and utilize the appeal form provided in the City Clerk's office. If timely filed, the Secretary to the Council shall schedule the appeal, notify the interested parties, and issue appeal instructions as described in this section. If not timely filed, the Council Administrator shall notify the appellant in writing of the untimely appeals. Once an appeal is filed, communication to the Council regarding the substance of the appeal should only take place in the public meeting as outlined in the procedure below.
- b. Records and Supporting Documents: The City and appellant must submit all supporting documents no later than 12:00 pm (Noon) the Thursday proceeding the regular Wednesday meeting. The City shall include in their supporting documents all documents and records of the Administrative Hearing. Both parties shall provide by this time all documents to be presented to the City Council during the appeal.
- c. Standard of Review: In a hearing of an Appeal, the Council acts in a quasi-judicial capacity. During the hearing and in deliberations the Council should consider the final determination of the administrative process; and the errors alleged by the appellant.
- d. Appeal Procedure:
 1. The Council Chair will announce the items to be considered and state the standard of review provided by the relevant ordinance.
 2. The City Administrative department will receive up to 10 minutes of uninterrupted time to present their case. Their case presentation at a

minimum shall include a summary of the Administrative Hearing outcomes.

3. The Appellant will then receive up to 10 minutes of uninterrupted time to present their case. Their case presentation at a minimum shall include a statement of the errors made at the Administrative Hearing.

4. Councilors will then ask questions of either party once recognized by the Council Chair.

5. The City Council will not receive public input on Appeals of Administrative Action.

e. Final Order: Following a decision by the City Council, a written order stating the outcome of the appeal shall be prepared by the Secretary to the Council, signed by the Council Chair, and distributed to all interested parties.

4.5.Response to Councilors' questions

Responses to questions from Councilors shall not be considered part of a person's or group's allowed time.

5.6.Termination of comments by Council Chair

The Council Chair may immediately terminate the comments of any individual speaker on an Agenda item for violation of these ***Rules & Order of Business***. In addition, after a warning, the Council Chair, at the Chair's discretion, may preclude the individual speaker from addressing the Council on any other Agenda item at that meeting and/or at the next regular 5:00 PM Council meeting for violation of these rules. The Council Chair's decision may be reconsidered and overruled by a majority vote of the quorum.

D. Conduct

Individuals and groups addressing the Council must limit their remarks to the specific Agenda topic on which they have signed to speak. ~~Individuals and groups shall always remain courteous and respectful.~~

While individuals and groups should always demonstrate courtesy and respect, conduct which is not merely disrespectful, but which is disruptive to the peace and good order of the proceedings, will not be allowed and may subject the

violator to forfeit the opportunity to speak or attend the remainder of the meeting.

Prohibited disruptive conduct includes, but is not limited to, any of the following:

1. Speaking without being recognized by the Council Chair;
2. Directing comments to anyone other than the Council;
3. Continuing to speak after notice that the speaker's allotted time has expired;
4. Presenting comments or material not relevant to the item under discussion;
5. Failing to comply with the lawful instructions of the Council Chair; and/or
6. Engaging in disorderly, interruptive, delaying, or unreasonably boisterous conduct, such as, but not limited to, shouting, clapping, snapping, stomping, whistling, using obscene language or gestures, or other conduct which interrupts, delays, or disturbs the peace and good order of the proceedings.

Pursuant to 27 T.R.O. §312 and 21 O.S. §280, prohibited disruptive conduct also includes any conduct that is "violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others".

Any violation of these provisions, as determined by the Council Chair, shall ~~initially~~ result in a warning; ~~s~~ Should there be any further violation, the Council Chair shall direct the individual; or group; to vacate the podium; and forfeit the remainder of the time available to them, and/or expel the individual or group from the meeting. ~~to address the Council at that particular Council meeting (reference: V.C. 1 & V.C.2, above), and/or the Council Chair may expel the individual or group from the meeting.~~ The Council Chair's expulsion of an individual or group from a meeting may be reconsidered and overruled by a majority vote of the quorum.

VI. CONFIRMATION OF MAYORAL APPOINTMENTS

The City Council's policy governing the review and confirmation of Mayoral appointments and reappointments to all boards, authorities, commissions, and agencies created by City Charter, ordinance, agreement or pursuant to law shall be as follows:

A. New Appointments

Upon submittal of a nominee, a copy of the nominee's resumé (to include the address of the appointee's current, primary residence), a statement of who the new appointee is replacing or succeeding, the appointment term, a list of potential conflicts of interest which would cause the nominee to recuse themselves on an issue, a signed acknowledgement of receiving a copy of the