



SAULT STE. MARIE, MICHIGAN **CITY COMMISSION** **GUIDELINES FOR PRESENTATION**

- A. The City Commission provides citizens with an opportunity to participate at regularly scheduled meetings in several ways. All meetings of the City Commission are open for public attendance, unless a closed meeting has been scheduled in accordance with the Open Meetings Act by the City Commission. The Commission has established rules to provide opportunities for the public to address the Commission and for the Commission to conduct its deliberation and discussion in a transparent and open process.
1. **Public Hearings/Public Comments.** When an agenda item is scheduled for a “Public Hearing” or to accept “Public Comments”, the Mayor will invite any persons in attendance to speak on that item after it is introduced by the City Manager. It is not necessary to reserve time at the beginning of the meeting to speak on any agenda items identified as a “Public Hearing” or when “Public Comments” are requested. A maximum of 5 minutes per person is allowed for public hearing/public comments. If you plan to use a digital presentation, please provide this to the City Clerk by the agenda deadline as well in accordance with the “Guidelines for Digital Presentations.”
 2. **Speaking on Scheduled Agenda Items.** The Mayor will ask at the beginning of a City Commission meeting if any person wishes to reserve time to speak on any scheduled agenda items that are not Public Hearings or items requesting Public Comment. If a person wishes to speak on a scheduled agenda item, they should be recognized by the Mayor, identify their name and what item on the scheduled agenda they would like to reserve time to address. The Mayor will then recognize any person who has requested time to speak for a maximum of 3 minutes per person on a specific agenda item after the item has been introduced for discussion. Digital presentations are not permitted.
 3. **Matters Presented by the Public.** Any person can speak on any issue of concern at the end of the meeting for a time not to exceed 5 minutes per person. Digital presentations are not permitted.
 4. **Scheduling an Agenda Item.** Any person may schedule an item to be considered by the City Commission. To schedule an item, contact the City Clerk at 906-632-5715 or at rtroyer@saultcity.com by 3:00 p.m. on the Wednesday prior to a scheduled City Commission meeting. Please provide any corresponding reports or supporting materials that you would like to share as part of the agenda packet at this time. If you plan to use a digital presentation, please provide this to the City Clerk by the agenda deadline as well in accordance with the “Guidelines for Digital Presentations.”
- B. **Protocol for all Presentations.** The City Commission meeting is the time and place for members of the City Commission to deliberate and vote on issues in a public setting. The City Commission provides citizens with opportunities to provide input to this process as outlined above. When recognized by the Mayor to speak, please proceed to the podium to

address the City Commission. Please identify yourself and your address for the record. Your comments should not exceed the time limits allocated (3 minutes on an agenda item, 5 minutes during public comment and public hearings, and 10 minutes on an agenda item you have scheduled). Any written material can be presented to the City Clerk who will then distribute the information to the City Commission. This is not a time for dialogue, questions and answers from the Commission, but for you to have the opportunity to present your views or concerns to the City Commission. If there are any questions for you from the City Commission, the Mayor will direct those questions to you. The Mayor will then dismiss you from the podium which completes your presentation. The Mayor and Commission may then discuss and deliberate on the scheduled agenda item or may answer any questions that can be addressed at that time. Please note that the City Commission is prohibited from acting on any item not on the agenda for that meeting, unless by unanimous vote, the agenda is amended for that meeting.

1. Digital Presentations (Power Point, Videos, etc.). Digital presentations are allowed in accordance with the “Guidelines for Digital Presentations” adopted by the City Commission. Digital presentations can only be used for scheduled agenda presentations and public hearings with the digital presentations provided to the City Clerk by the agenda submission deadline.

2. Written Comments. Any written comments to the City Commission or any scheduled agenda items will be distributed as part of the agenda packet if received by the City Clerk by 3:00 p.m. on the Wednesday preceding the City Commission meeting. Any written comments on items received by the City Clerk by 3:00 p.m. on the day of the City Commission meeting will be copied and distributed to the City Commission for their review at the City Commission meeting. Please confirm receipt of any written documents with the City Clerk to assure that the document has been received. Also please keep in mind that the City Commission occasionally meets on Federal Holidays when there is no mail delivery on the day of the City Commission meeting. The City Clerk can be reached at 906-632-5715 or at rtroyer@saultcity.com.