

1-5-4 : PUBLIC PARTICIPATION AT BOARD MEETINGS:

Public Discussion Period: The board shall schedule a period of time during each public meeting for public participation. The length of time scheduled for public discussion shall be stated in the agenda posted prior to the meeting. The mayor of the town shall be the presiding officer at all board meetings and shall be responsible for maintaining proper order and decorum. Members of the public shall not be recognized by the mayor as the board conducts its official business except when the board declares an interim public discussion period on a particular agenda item.

Rules Concerning Public Participation:

1. Any written or printed material desired to be circulated at a board meeting by a member of the public must be submitted to the town clerk by the close of business on the Thursday preceding the board meeting. Such written or printed material shall then be included in the packet to be given to the board members for consideration.
2. Citizens of the town, employees of the town, individuals who have been requested to attend the meeting by the mayor, and non-residents of the town who have timely requested and received the permission of the board, or a member thereof, to address the board, shall all be eligible to address the town board at a regular or special meeting.
3. A person wishing to speak, who is not listed on the agenda or addressing an agenda item, shall raise his or her hand during the public audience section and be recognized by the presiding officer. The person shall state his or her name and announce the subject on which he or she wishes to speak. If the board deems that the subject requires more discussion prior to taking action, such item may be continued to the next available regular meeting. No person shall speak for more than five (5) minutes unless the time limit is waived by the presiding officer. The speaking time may be shortened by the presiding officer if the length of the agenda or the number of requested speakers mandates a shortening of the time.
4. A person wishing to address the board concerning an agenda item shall also raise his or her hand and be recognized by the presiding officer prior to speaking. The person shall state his or her name and identify the agenda item or items which he or she wishes to address. While the identified person may address one or more agenda items, such person shall not speak for more than five (5) minutes on any particular agenda item unless such limit is waived by the presiding officer. The speaking time may be shortened by the presiding officer if the length of the agenda or the number of requested speakers mandates a shortening of the time.

5. Undue interruption, defamatory or abusive remarks, or other unreasonable interference with the orderly conduct of the board meeting will not be allowed. Any person who disturbs the good order of the meeting by undue interruption, defamatory or abusive remarks, or other disruptive action shall be requested to cease and desist from such action, and if such person persists in such action, shall be removed from the meeting by the sergeant at arms. Any personal approval or disapproval of action taken by the board during the meeting may be indicated during the hearing portion of the meeting, but it is requested that there be no applause or loud dissent voiced during the meeting.

6. All charges, complaints or challenges relating to the actions of a board member, town officer, or town employee are to be presented to the town clerk, in writing, and signed by the complainant. Such complaints shall be investigated by the town marshal or town manager, as appropriate. (Ord. 136, 7-13-1998)

1-5-5 : PROCEDURE FOR ADDITIONAL DIALOGUE BETWEEN BOARD AND CITIZENS:

A. Purpose: The purpose of this section is to establish an additional procedure and time to allow residents meaningful contact with elected town board members. In addition to contact by telephone and at regular and special town board meetings, the board wishes to establish a procedure by which residents may meet periodically, by appointment, with two (2) board members to discuss general town policy or general town matters. By establishing a means for such contact, the board wishes to create a situation in which employees may more efficiently perform their duties and board members avoid potential problems by discouraging certain contact between persons and employees at the employees' homes during the nonworking hours of such employees, and by discouraging contact between persons and town board members at the board members' homes and places of employment and business.

This section is not intended to discourage persons from contacting town board members in reference to emergency situations or day to day matters, including the reporting of loss of town services, billing questions, matters involving law or ordinance enforcement reporting, and other general administrative matters. Further, this section is not intended to apply to contacts between persons and town board members and town employees which take place, during or after business hours, by telephone.

B. Procedure for Discussion by Appointment:

1. Town residents are encouraged to continue to attend all regular and special board meetings and to continue to contact board members by telephone during reasonable

hours to discuss matters of importance to the residents. Any person desiring to discuss town policy, or to register complaints, ask questions, or otherwise discuss general town matters with town board members and who do not wish to have such contact by telephone, during town board meetings, or during other scheduled public events, or who wish to have contact with board members in addition to that set forth above, may contact either the town manager or town clerk and request to have an appointment with two (2) board members. Such request shall include a written listing of the issue or issues to be discussed. Such meeting shall be set promptly at a time convenient for the town resident or residents and board members.

2. Any meeting scheduled pursuant to this section shall be held at the Flagler town hall located at 311 Main Avenue, Flagler, Colorado. The length of the meeting shall be such time as is reasonably required to hear the resident's questions and concerns and to discuss the matter thoroughly. The meeting shall be terminated by the board members when the board members determine that the issue has been thoroughly discussed or if the discussion has become repetitive, abusive, or overly argumentative. Meetings with any particular person may not exceed one time per month without good cause being shown by the requesting person. Such meetings shall be informal and no policy may be adopted or changed nor may any other action be taken at such informal meetings. The meetings are strictly for informal discussion.

C. Town Policy Concerning Home Or Business/Employment Contact: Any person who contacts, in person, a town board member at his or her personal residence or place of business or employment and who attempts to discuss general town policy or general town matters, or any person who personally contacts a town employee at his or her residence, after such employee's working hours, to discuss general town policy or general town matters, shall be advised of the above described meeting policy and may be requested to leave the property or premises. Failure to leave the property or premises after being requested to do so by the town board member or town employee may result in the bringing of trespass charges or other relevant charges against the person. (Ord.135, 5-11-1998)