

# CITY OF MARQUETTE, MICHIGAN

## CITY COMMISSION POLICY

Policy Number: <b>2015-02</b>	Revision Date:
Date Adopted: July 27, 2015	
Department: Administrative	

**SUBJECT: COMMISSION POLICY ON PRESENTATION GUIDELINES**

**PURPOSE:** The City Commission is committed to reading and absorbing all of the information provided to them in preparation for their business meetings. The Commission forms questions and/or concerns from the information they are given. The volume, complexity and sensitivity of this information require that presentations be concise, accurate, professional and understandable.

**POLICY:**

**Presentations by the Public (*Citizens, community groups, organizations, etc.*)**

Anyone from the public may request to make a presentation during a City Commission meeting. Final agendas will include no more than one (1) unsolicited presentation from the public. Individuals will be given seven (7) minutes to make a presentation, unless otherwise specified by the Mayor. Requests to make a presentation during a City Commission meeting will be considered as outlined below:

- A presentation request must be submitted in writing to the City Commission office via email, fax or mail. Requests should include the topic of discussion, and the name, address, telephone number and email address of the individual wishing to make a presentation.
- Presentation requests will be coordinated through the standing agenda coordination process.
- The office of the City Manager will provide notification of whether or not a request has been approved.
- If approved, the presentation will be scheduled for a specific date. Topics not approved for presentations may be addressed during the public comment portion of a City Commission meeting where individuals are given three (3) minutes to address the Commission.
- The City Commission reserves the right to deny, cancel, or reschedule any submission at any time.

The following will not be accepted as presentations to the Commission:

- Political candidates seeking a forum for their political platform.
- Religious organizations or representatives seeking a forum for religious proselyting.
- Individuals or organizations who have previously presented their issue to the Commission.
- Individuals or organizations whose sole purpose is to entertain.
- Individuals or organizations seeking to criticize Administrative staff (such concerns should be discussed with the Mayor or Chief Administrative Officer).
- Presentations related to potential or pending litigation with the City.

The three minute public comment period held each Commission meeting may be used to address the Commission on any issue or topic.

#### **Presentations by City Officials and Staff**

City Committees and staff may use presentations to describe issues that are discussed and considered by the Commission. These presentations are welcomed and can be helpful as materials are presented in a clear and concise manner. Committee presentations will be given no more that ten (10) minutes to make a presentation, unless otherwise specified by the Mayor.