

City of Titusville

Rules for Public Participation at Meetings of the City Council

1. Residents of Titusville, Titusville taxpayers and ratepayers, Titusville property owners, Titusville business owners, and individuals representing groups or associations within the City of Titusville are welcome to address City Council on the subject matter of any matter on a meeting agenda or any other subject of interest during the Public Participation period of the Council meeting, as further described below. Individuals in attendance shall refrain from speaking during the meeting outside of the Public Participation period.
2. The Public Participation period shall be offered twice during each meeting of the City Council, first at the beginning of the meeting and later before adjournment. The first Public Participation offering is reserved for those speaking on agenda items. The second Public Participation offering is open to individuals who wish to speak on any matter of concern to the public which is relevant to the City Council.
3. Speakers during the Public Participation period shall be given a five (5) minute time limit to speak. Prior to addressing the Council, all speakers must identify themselves and state whether they are a resident, ratepayer, taxpayer, business or property owner, or representing a group or association within the City.
4. Speakers may not yield or assign their allotted time to another speaker.
5. When a group of persons wishes to address the City Council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the City Council so as to limit the number of persons addressing the City Council on the same matter. Likewise, individuals who speak on behalf of an organization are encouraged to coordinate their comment with other individuals from that organization to avoid duplicative comments.

6. The Mayor, the Deputy Mayor, other Council members, City Manager and the Solicitor will be professional, attentive and polite to those addressing the Titusville City Council.
7. The Public Participation period is not a question and answer period. Speakers are not to be interrupted, nor is Council expected to reply to any questions that they may pose. Once the speaker has completed their address, the Mayor may inquire whether or not any other Member of Council would like ask clarifying questions, or respond to the public comment. If a question is posed to the Council, Council may determine to provide an answer or, if appropriate, direct the question to the administration to prepare an answer.
8. Comments are not to be profane or slanderous, and should not address any individual, Member of Council, or City employee in their individual capacity. All comments are to be respectful and directed towards the policies or business activities of the City.
9. In the interest of facilitating public awareness of important issues, City Council may, with the concurrence of a majority of Council members, invite representatives of various groups or organizations to participate in a public discussion designed to analyze relevant issues which have communitywide implications.
10. The presiding officer shall make meeting decorum a priority and shall respectfully enforce these rules as needed. In any one meeting, individuals who violate the rules of the Public Participation period will be reminded of the rules. If the individual(s) violate the rules a second time, they will be warned. If the individual(s) violate the rules for a third time, they will be directed to sit down and their opportunity to speak and participate in the Public Participation period will be over. If the individual(s) continue to violate the rules, they will be

removed from the meeting. Community members should note that it is a crime to intend to prevent or disrupt a City Council meeting. (*"A person commits a misdemeanor of the third degree if, with intent to prevent or disrupt a lawful meeting, procession or gathering, he disturbs or interrupts it."* § 5508. *Disrupting meetings and processions, 18 Pa.C.S.A. § 5508.*)

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