



City of Broken Arrow

Request for Action

File #: 21-512, Version: 1

**Broken Arrow City Council
Meeting of: 04-20-2021**

Title:

Consideration, discussion, and possible modification to Request to Appear Forms and Guidelines for City Council meetings and all other City Boards and Commissions meetings adopted by City Council on February 6, 2018, including but not limited to permanently changing or waiving the requirement for speakers to list and state their address before addressing City Council, City Boards or Commissions and regulating the manner of presentation by a member of the public by prohibiting the presentation of electronic or printed materials during the public comment period; prohibiting the live/active linking of any presentation and connection with the City's electronic computer system and/or audio/visual equipment by the public during the public comment period; and providing for the submission of printed electronic materials by the public to Council, Boards and Commissions; and any other changes to the Request to Appear Forms and Guidelines for City Council meetings and all other City Boards and Commissions as directed by Council

Background:

On February 6, 2018, the City Council adopted specific guidelines for when citizens wish to speak at a City Council meeting or before any other City Board or Commission. Specifically City Council approved the Request to Appear Before the City Council form as well as the "Guidelines if you wish to speak at a City Council meeting".

The current Guidelines require the speaker to begin their statement with their name and address. In addition, the form requests the speaker list both the speaker's name and address.

In open session at the January 19, 2021 meeting, Council voted to suspend the requirement that speakers state their address before addressing Council. Rather, speakers were only required to state if they reside or own a business in Broken Arrow. Speakers were still required to list their address on the Request to Appear Form. This change was only for the January 19, 2021 meeting.

On February 2, 2021, Council approved a motion "to amend policy for presenting to City Council where the speaker provides their written address, and when speaking only providing their name and whether they own a business or reside in Broken Arrow, and further that the form be amended to reflect the changes as discussed, specifically that demonstrative exhibits or supporting materials are presented to the Council and not published at the meeting for public viewing."

The proposed draft guidelines were prepared by the Legal Department in accordance with Council's direction. The draft guidelines remove the requirement for public speakers to state their address and only requires public speakers to state whether they reside or own a business in Broken Arrow. Public speakers are still required to

provide their address on the Request to Appear Form.

In addition, the following restrictions were added regarding the presentation of electronic or printed materials by the public during the public comment period and providing for their submission to the City Council:

The City of Broken Arrow welcomes public participation and comments at public meetings. However, the City must take reasonable measures to safeguard its technology resources and to promote meeting focus. As such, no electronic or printed materials may be presented by a member of the public during the public comment period. Live/active linking of any presentation and connection with the City's electronic computer system and/or audio/visual equipment will not be allowed. Any printed or electronic materials the public may wish to submit to Council for their consideration must provide eight copies to the City Clerk before 6:00 p.m. on the date of the meeting.

Cost: \$0

Funding Source: None

Requested By: Council

Approved By: City Manager's Office

Attachments: 1. Guidelines to Speak at Council; 2. Request to Appear before City Council; 3. Guidelines to Speak at Boards and Commission; 4. Request to Appear before Board or Commission

Recommendation:

As Council Directs