

**CITY OF LINO LAKES
CITY COUNCIL
RULES OF DECORUM**

Revised: January 13, 2025

Members of Council. While the meeting is in session, the members must preserve order and decorum. A member of the Council or member of the public shall neither, by conversation or otherwise, delay or interrupt proceedings or the peace of the meeting nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

Recognition. No person or member shall address the other members without being recognized by the presiding officer.

Staff. Members of the City staff shall observe the same rules of order and decorum as are applicable to the City Council.

Addressing the Council. At the start of each City Council meeting, in accordance with the City of Lino Lakes Charter, the City Council shall accept comments from the public on any matter, whether on the agenda or not. Comments will not be accepted during specific agenda items unless a Public Hearing has been noticed.

- 1) Members of the public who wish to address the Council shall sign-in prior to the start of each Council meeting. Sign-in information shall include: Name, address, email/telephone, and topic of discussion.
- 2) The City Clerk shall retrieve the sign-in sheet at the beginning of the meeting and shall provide the sign-in sheet to the presiding officer who will recognize each member of the public who wishes to speak.
- 3) When recognized by the presiding officer, each member of the public addressing the Council shall step up to a microphone provided for the use of the public after being recognized by the presiding officer and give his/her name and address in an audible tone of voice for the records, state the subject to be discussed and state who the speaker is representing if representing an organization or other persons.
- 4) Unless further time is granted by a majority vote of the Council, remarks from the public shall be limited to three (3) minutes. All remarks shall be addressed to the Council as a whole and not to any member thereof.
- 5) No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer.
- 6) No question may be asked of a Councilmember or a member of the staff without the permission of the presiding officer.
- 7) Speakers shall offer comments that are courteous and respectful. Comments that are abusive, harassing, that constitute an attack on others, including City staff, or that violate privacy rights, will not be permitted. Violation of these public comment rules will result in the speaker being ruled out of order and the termination of the comment.

- 8) In order to expedite matters and to avoid repetitive presentations, whenever any group of persons wishes to address the Council on the same subject, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.
- 9) Violation of these public comment rules will result in the speaker being ruled out of order and the termination of the comment.

After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration.

Conduct. Any member of the Council, staff, or person indulging in personalities or making impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting, hearing or other proceeding, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the Council during that meeting.

Members of the Audience. No person in the audience shall engage in disorderly or disruptive conduct such as audible commentary during a meeting, hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.

City Council Work Sessions. The City Council Work Sessions are used by the Council and staff to discuss upcoming issues and matters requiring action by the Council and action items will be moved forward to future City Council Regular Meeting Agendas for consideration. Work sessions are for discussion by the Council and staff and, at times, for presentations by various community groups, applicants, or principal participants related to specific agenda items as determined by the majority of the Council. There is no public comment at work sessions.

ENFORCEMENT OF DECORUM

Warning. All persons shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, said officer may order this person removed from the meeting. If this person does not leave willingly, the presiding officer may call a recess and order that the person be removed by the Sergeant-at-Arms.

Sergeant-at-Arms. The Lino Lakes Director of Public Safety, or such member or members of the Police Department, shall be Sergeant-at-Arms of the Council meetings or as asked to be present at board or committee meetings. The Chief or other Police Department representative shall carry out all lawful orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council.

Resisting Removal. Any person who resists removal by the Sergeant-at-Arms may be charged with Disorderly Conduct.

Motions to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a majority of the Council shall require the presiding officer to do so.

Adjournment. In the event that any meeting is willfully disturbed by a group or group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned with the remaining business considered at the next regular meeting.

Special Meetings. If the matter being addressed prior to adjournment is of such a nature as to demand immediate attention, the presiding officer may adjourn the meeting to another date.

Use of Cameras and Recording Devices Limited. Cameras, cell phone cameras, electronic sound recording devices and any other mechanical, electrical or electronic recording devices may be used in the Council Chamber, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Council and at the discretion of the presiding officer.