

City of Silver Bay
Public Comment Guidelines
for
Meetings of the City Council
and
City Boards, Commissions and Committees

The Silver Bay City Council recognizes the value of opinions and ideas brought forth by members of the public. The Council desires to provide opportunity for such input during meetings of the City Council and City Boards, Commissions and Committees (“City Meetings”).

- Those wishing to speak at City Meetings must sign in on the sheet provided before the meeting. They must provide their name, address and the matter on which they wish to speak.
- Public comments must be relevant to an existing City issue as determined by the Council President or Chairperson of the Board, Commission or Committee.
- If several members of the public wish to speak on the same subject, the Council President or Chairperson may assign one person as spokesperson.
- If a member of the public wishes to provide handouts at the City Meeting, copies must be provided to the City Administrator for review prior to the meeting.
- Public comment is also accepted in written form via email to the City Administrator, Lana Fralich at: lanaf@silverbay.com or delivered to City Hall, 7 Davis Drive, Silver Bay, MN 55614. Written comments will not be read aloud but will be included in the City Meeting record. Written comments received by the City are considered public data under Minn. Stat. Sec. 13.03, and subject to disclosure upon proper request.
- There will be no questions or debate allowed during the period of public comment, nor is the Council, Board, Commission or Committee obligated to respond in any way.
- Individuals displaying disruptive behavior at any time during a City Meeting such as interrupting other speakers, speaking while another individual is speaking, speaking out loud after public comment has closed, personal attacks, improper comments, profanity, threats of violence or other offensive behavior may be removed from the Council Chambers by law enforcement at the request of the Council President or Chairperson of the Board, Commission or Committee.

- Use of public comments for political campaigns is prohibited.
- Public speakers must follow the attached Rules of Civility.

Adopted by the City Council this 6th day of January, 2025.

**Rules of Civility
City of Silver Bay**

During City Meetings, all present shall:

1. Preserve safety and order.
2. Listen to others respectfully and not interrupt those who are speaking.
3. Not block the audience or camera from viewing the proceedings.
4. Not engage in behavior that will disrupt, disturb or otherwise impede the orderly conduct of the meeting including, but not limited to, talking out loud, heckling, whistling, yelling, raised voices and other similar demonstrations.
5. Not use profanity, obscene language or gestures that harass, threaten, disrupt, disturb, intimidate meeting participants or Council, Board Commission or Committee members.
6. Not use physical force of any kind. Physical force includes but is not limited to: grabbing, pushing, slapping, punching, kicking or otherwise striking the body of another or an object attached to another's body.