

Extracted from the Rules and Procedures for the City Council Meetings and Public Hearings

Section 13. Order of Business. All regular city council meetings shall substantially follow an established order of business. The order shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Meeting Agenda
5. Public Comment (General)
6. Consent Agenda
7. Reports and Presentations
8. First Presentation
9. Public Hearing
10. Zoning Agenda
11. Unfinished Business
12. New Business
13. Mayor and Council Reports
14. Staff Reports
15. Executive Session (if needed)
16. Adjournment

Section 19. Public Participation. Public participation in meetings of the city council shall be permitted in accordance with the provisions of this section.

(1) Public Comments

All members of the public wishing to address the city council shall submit their name and the topic of their comments to the city clerk. If a member of the public wishes to address the Council regarding an agenda item, they must submit their Public Comment Card (**See page 4 of this PDF for the Public Comment Card which is also available at the council meeting**) to the clerk prior to the agenda item being called. Once the clerk has called the item, no further public comments cards will be accepted. Anyone wishing to speak at any city council meeting must be recognized by the Mayor before addressing the city council.

[Cross-reference: O.C.G.A. § 36-67A-3]

- (a) General Public Comment is allowed only at regular meetings.** Members of the public are encouraged, but not required, to address the Council regarding matters of City business. Members of the public may speak for five minutes and may speak only once. General Public Comments

may include statements regarding items on the Consent Agenda and on **First Presentation**.

(c) Zoning Agenda – Public Comments on zoning decisions shall be governed by the State Zoning Procedures Law. Each side in a zoning case shall have at least ten (10) minutes to discuss their position or offer comments. Council may, by majority vote, allow additional time for a side provided that any extension for one side shall automatically add an equivalent amount of time to the other side. When any applicant for rezoning actions has contributed more than \$250.00 to the campaign of a councilmember who will consider the application, the individual shall file a campaign disclosure form as required by O.C.G.A. § 36-67A-3(a) within ten days after the application is first filed.

When any opponent for rezoning actions has contributed more than \$250.00 to the campaign of a councilmember who will consider the application, the individual shall file a campaign disclosure form as required by O.C.G.A § 36-67A-3(c) within five (5) days prior to the first hearing by the local government or any of its agencies on the rezoning application. **(See page 5 of this PDF for the required Campaign Disclosure Form that must be completed and given to Ms. Robyn MacDonald within the time frames noted above.)**

(2) Public Participation – Emails and Public Comment Cards

(a) Public Comment Cards – Must be turned into the City Clerk prior to the agenda item being called. An individual submitting written comments must be in attendance at the council meeting in order for the City Clerk to read said written comments into the record. Written comments shall be limited to the space provided on the public comment card and no content submitted to the City Clerk shall be read into the record if it is not legibly written on the comment card.

(b) Emails – Emails sent to the elected officials, City Manager, City Clerk or Department Directors, which expressly declares that the email is intended to be introduced into the record for a then-pending agenda item, will be handled as follows: the sender's name, address and general position (i.e. in support or opposition to the agenda item) will be read by the City Clerk into the record during public comment for the respective agenda item. The substantive comments or narrative in the email will not be read into the record unless the author of the email is in attendance at the meeting **{See 2(a)}** or unless the author provides evidence to the satisfaction of the City Clerk of the inability to physically attend the meeting. **(See page 6 of this PDF for the Affidavit Regarding Inability to Attend City Council Meeting.**

Complete and submit with your emailed comments.) All emails will be made part of the official record. If an email related to a then-pending agenda item is intended to be read into the record consistent with this paragraph, the email shall be no more than 300 words.

(5) Representation of Civic Associations, Advocacy Groups or Homeowners' Associations. The city council may allow public comment on either an agenda item or general public comment from a representative of such an organized group or association; provided, however, that such an individual shall file a notarized affidavit **(See page 7 of this PDF for the required Affidavit for Representative)** that they have the authority to speak on behalf of said organization on a form provided by the City Clerk prior to the agenda item being called.

MILTON

PUBLIC COMMENT CARD

1. Please print.
2. Give the card to the **City Clerk BEFORE THE COUNCIL MEETING BEGINS.**
3. **When your name is called, approach the podium and speak directly into the microphone and state your name and address.**

TODAY'S DATE: _____ NAME: _____

ADDRESS: _____ PHONE: _____

Agenda Item No. : _____ **OR General Comment** _____
(EXAMPLE: 18-01-001) (Subject)

I WANT TO SPEAK about this Agenda Item

I am in SUPPORT of this Item

I am in OPPOSITION of this Item

I DO NOT want to speak but I would like the **following comments read** into the record.
You **must be present** at the meeting to have your comments read.

I am speaking on behalf of a **Group or Neighborhood***** YES (please complete below) NO

Name of Group/Neighborhood _____

***You are **required** to fill out an **Affidavit** before speaking on behalf of the group you are representing.

Please **read the following **RULES** regarding Public Comment:

- Public Comment is allowed on any Agenda Item **or** a General Public Comment can be made about something that is not on the Agenda.
- All General Public Comments are allowed a **total of five minutes.**
- ALL Public Comments in SUPPORT of a Zoning Agenda Item are allowed a TOTAL of ten minutes. ALL people who wish to speak in SUPPORT have a **total of ten minutes as a group.**
- ALL Public Comments in OPPOSITION of a Zoning Agenda Item are allowed a TOTAL of ten minutes. ALL people who wish to speak in OPPOSITION have a **total of ten minutes as a group.**

If you have made any campaign contributions to a Councilmember aggregating \$250.00 or more, please check "yes" or "no" : Yes No.

When you have completed this card, please give it to the CITY CLERK before the meeting begins. Please see the CITY CLERK if you have any questions regarding this Public Comment Card.

MILTON

CITIZEN CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM

NOTE: This form should be completed by ALL OPPONENTS for Rezoning Actions

Name of Subject Rezoning/Case #: _____

O.C.G.A. § 36-67A-3

(c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government (Mayor or Councilmember) which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:

- (1) The name and official position of the local government official to whom the campaign contribution was made; and
- (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.

(d) The disclosure required by subsection (c) of this Code section **shall be filed at least five calendar days prior to the first hearing** by the local government or any of its agencies on the rezoning application.

OPPONENT'S CERTIFICATION

I hereby certify that I have read the above campaign disclosure information and declare that (select have or have not)

- I **have** within the two years immediately preceding this date made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application. (If this box is checked, please complete the chart below).
- I **have not** within the two years immediately preceding this date made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

Name of Elected Official/Position	Amount of Contribution and/or Description of In-Kind Contribution	Date of Contribution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF CONTRIBUTOR: _____ DATE: _____

SIGNATURE OF CONTRIBUTOR: _____

MILTON

AFFIDAVIT REGARDING INABILITY TO ATTEND CITY COUNCIL MEETING

I, _____, do hereby warrant and represent that:

- I want to have my email read regarding Agenda Item _____ at the _____ (date) City Council Meeting;
- I certify that, due to a medical condition, I am physically unable to attend the meeting – **OR** –
- I certify that I will not be in the City of Milton jurisdictional limits on the evening of the meeting and am therefore unable to physically attend.

*** Emailed Comment / Narrative shall be no more than 300 words***

I understand that the rules of the City of Milton place emphasis on a speaker being physically in attendance at city hall, and that the accommodation of allowing my email to be read into the record is unusual and not the norm and I certify that but for the condition identified above, I would otherwise attend the meeting in person.

This _____ day of _____, 20____

Signature

This form must be submitted with the email to be read into the record.

MILTON

AFFIDAVIT FOR REPRESENTATIVE OF HOMEOWNERS ASSOCIATION, ORGANIZATION, OR GROUP AFFILIATION

I, _____, do hereby warrant and represent that I am a member of the _____ and in that capacity have been duly authorized by this organization to speak on behalf of the organization before the City Council, Planning Commission, or the Board of Zoning Appeals of the City of Milton with respect to Zoning Petition(s) # _____, _____, _____, _____.

This _____ day of _____, 20____ Signature _____

TO BE COMPLETED BY NOTARY PUBLIC ONLY:

State of Georgia, County of _____

On this _____ day of _____, 20____

_____ personally appeared before me.

____ Who is personally known to me.

____ Whose identity I proved on the basis of _____.

____ Whose identity I proved on the oath/affirmation of _____, a credible witness.

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public: _____ My Commission Expires: _____

(SEAL)

***This form is to be filed in the OFFICE OF THE CITY CLERK, City of Milton,
2006 Heritage Walk, Milton, Georgia 30004.***