

**Welcome to this public meeting of the Roeland Park Governing Body.**

**The Mayor and City Council encourage public participation in local governance processes.** To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following Procedural Rules have been established to facilitate the transaction of business during this public meeting. Please take a moment to review these rules before the meeting begins.

- A. **Attendee Decorum.** Members of the public shall not engage in disorderly or boisterous conduct that disrupts, impedes, or otherwise renders the orderly conduct of this public meeting unfeasible. Any member(s) of the public engaging in such conduct shall, at the discretion of the Chair, be declared out of order and shall be subject to reprimand and/or removal from the meeting. Please silence all mobile devices and other noise-making devices before the meeting begins.
- B. **Public Comments and Request to Speak Form.** Members of the public may address the Governing Body during Public Comments about matters that are within the jurisdiction of the City but may not be specifically listed on the agenda. Public comment may also be accepted on specific agenda items, at the discretion of the Chair. A member of the public who wishes to speak during Public Comments and/or on any agenda item must submit a completed Request to Speak form to the City Clerk before the Chair calls that section of the agenda. The request form's purpose is to have a public record for the City Clerk.
- C. **Purpose.** The purpose of addressing the Governing Body is to communicate formally regarding matters that relate to city business or public concerns. Persons addressing the Governing Body on an agenda item shall confine their remarks to the matter under consideration.
- D. **Speaker Decorum.** No person shall address the Governing Body without first being recognized by the Chair. Each person speaking, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of this public meeting. Any person, who so disrupts the meeting shall, at the discretion of the Chair, be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Governing Body, each speaker shall receive up to five minutes at the lectern. This time may be shortened at the discretion of the Chair.
- F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of their time to another, and no speaker will be credited with time requested but not used by another.

G. **Addressing the Governing Body.** In order to ensure orderly, respectful, and properly recorded public participation, all comments from the lectern should be directed to the Chair. Speakers are not to engage in direct conversations with individual Governing Body members, staff, or other attendees while speaking. Staff may follow up with answers to speaker questions at a future date and time. If Governing Body members want to ask questions or seek clarification, they must do so through the Chair. Only one speaker should be speaking at the microphone at any given moment. Speakers must use the microphone to ensure that their remarks are clearly recorded for the public record. Speakers must state their full name, city of residence, and group affiliation (if applicable) before speaking.

H. **Agendas and minutes** can be accessed at [www.roelandpark.org](http://www.roelandpark.org) or by contacting the City Clerk

**The Mayor and City Council welcome your participation and appreciate your cooperation. If you would like additional information about these proceedings, please contact the City Clerk at (913) 722.2600.**

**Para la traducción al español de este documento, por favor escanee el código.**

