



***Pride. Diversity. Heritage.***

## **Guide to Public Participation at Council Meetings**

Welcome to the Ypsilanti City Council meeting. We hope the following information will help you understand the rules for public participation and comments during public hearings.

The Mayor and City Council appreciate and encourage your participation and offer these rules of procedure and conduct to ensure that everyone has an equal opportunity to speak in a civil and respectful environment.

All regular City Council meetings follow the order of business presented in the agenda. The agenda is available in the City Hall lobby the day of the scheduled Council Meeting.

Ypsilanti City Hall  
1 South Huron Street  
Ypsilanti, MI 48197

### **Speaking at City Council Meetings**

All City Council Meetings follow the order of business presented in the agenda. The agenda is available in the City Hall lobby the day of the scheduled meeting.

Citizens may speak publicly during “Audience Participation” as designated on the meeting agenda or during Public Hearings intended to focus on specific issues at hand.

As a reminder, all public comments should be framed to provide a point of view, gain valuable information, or express a concern.

### **Sign In Sheet**

Citizens wishing to address City Council are encouraged to sign in before the start of public participation. A sign in sheet will be located in the lobby. Please print and sign your name to ensure correct spelling in the minutes.

Using the sign in sheet to establish priority, the Mayor will call upon you to speak.

When you are called by the Mayor, please step to the microphone and wait to be acknowledged by the Mayor before you speak.

Direct your comments to the Mayor and Council. Begin by stating your name. (You may also state your address for the record if desired.)

### **Audience Participation**

With regard to audience participation, citizens are urged, but not required, to present requests or complaints in writing to the Administration before meetings, along with indications of desire to address Council.

- A. Acceptable Conduct
  - a. Speakers shall not share, loan or borrow time,
  - b. Comments from speakers must be civil and respectful. Comments on physical appearance or character not related to job performance will not be tolerated. Infractions will result in the loss of remaining time, by order of the Chair, after one warning.
  - c. Members of the audience are expected to respect the views of others and not interrupt or harass speakers. Persons not following this rule may be expelled from the building by order of the Chair after one warning.
- B. Audience Participation. Audience participation shall be set at the beginning of the agenda, after Presentations.
  - a. In order to designate priority in speaking, citizens shall sign up in person prior to the start of Audience Participation.
  - b. Each speaker may speak a maximum of three minutes.
  - c. A maximum of sixty minutes will be allowed for Audience Participation.
  - d. Following signed in speakers, others who wish to speak will be recognized by a show of hands.

Direct your comments to the Mayor and Council. State your comments or concerns. It is not the practice of Council to respond directly to questions during this portion of the meeting. The opportunity for the Mayor and Council to individually respond generally occurs during the ***“Council Proposed Business”*** or ***“Communications from the Mayor”*** section of the meeting.

### **Public Hearings**

Public Hearings are designated to discuss a specific topic as noted on the agenda.

During a Public Hearing, a maximum of three minutes is provided for audience comments directly related to the specific issue before the Council prior to its vote or action.

All speakers are expected to refrain from personal attacks on Council Members, city staff or other members of the audience.

**Communicating with Your Elected Representatives**

If you have a concern or issue that you would like to discuss for longer than three minutes, you are encouraged to contact your elected officials directly.

You may contact the Mayor or Council Representatives in the following ways:

- Telephone
- Mail
- E-mail
- Request a Meeting

Mayor Paul Schreiber..... 734-277-5446  
[Mayor@cityofypsilanti.com](mailto:Mayor@cityofypsilanti.com)

**Council Members**

Mayor Pro-Tem S.A. Trudy Swanson (Ward 1)..... 734-487-3904  
[satswanson@hotmail.com](mailto:satswanson@hotmail.com)

Lois E. Allen Richardson (Ward 1)..... 734-482-2017  
[loiserich@hotmail.com](mailto:loiserich@hotmail.com)

Michael Bodary (Ward 2)..... 734-485-5831  
[mbodary@cityofypsilanti.com](mailto:mbodary@cityofypsilanti.com)

Bill Nickels (Ward 2)..... 734-483-8896  
[kbnickels@aol.com](mailto:kbnickels@aol.com)

Brian Robb (Ward 3)..... 734-485-9122  
[brobb@cityofypsilanti.com](mailto:brobb@cityofypsilanti.com)

Peter Murdock (Ward 3)..... 734-485-7799  
[pmurdock@cityofypsilanti.com](mailto:pmurdock@cityofypsilanti.com)