



City of Wilmington, Ohio  
69 N. South Street  
Wilmington, Ohio 45177

## GUIDELINES FOR PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

*Adopted August 17, 2023*

***The Open Meetings Act requires public bodies in Ohio to conduct all public business in open meetings that the public may attend and observe.***

The City of Wilmington City Council also provides for a “Public Comment” period during regular council meetings (Wilmington C.O. 111.10 Rule 14).

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To ensure City Council meetings remain professional and cordial for council members and visitors alike, members of the public attending Council meetings shall adhere to the following guidelines:

1. People who want to speak to Council are asked to sign in prior to or during meeting. When signing in, please include name, address, email address, and discussion topic.
2. Members of the audience may not join City Council discussion from their seats in the audience. If recognized by the President of Council, a member of audience may be invited to speak at the podium during the City Council discussion if the President of Council believes their comments are necessary or helpful for the City Council to continue their discussion or make their decision.
3. During the Public Comments portion of the meeting, each speaker is limited to **one period of three minutes**. The President of Council or Clerk of Council will notify the speaker when three minutes are up. Meeting attendees may not “donate” their speaking time to another person.
4. If the speaker has documents they wish to share with City Council that support their comments, they must present these items to the Clerk of Council for distribution.
5. The Public Comments period of the meeting is provided for the public to share information and views, **not to engage Council or anyone else in conversations or debate**. The **three minutes** is strictly for the speaker to share their thoughts.
6. In many cases, the speaker may be directed to meet with staff to resolve issues or get their questions answered.