PROCEDURES FOR INTERESTED PERSONS WISHING TO BE HEARD ON MATTERS RELATING TO THE RAYNE CITY COUNCIL:

The Council of the City of Rayne, wishes to assure all of its citizens and specifically interested persons that they will be heard at City Council meetings on matters relating to issues listed on the agenda of any Rayne City Council meeting.

La. R.S. 33:405(A)(1), designates the Mayor as the presiding officer of the meetings of the governing body, and La. R.S. 33:404(A)(9), gives the Mayor the authority to perform any duty as my be necessary or proper, for the administration of municipal affairs, which is no denied by law. These statues have been supported by three separate Louisiana Attorney General Opinions, and as long as there are no set rules for the conducting of meetings, and to ensure equal protections for all participants, the Mayor may control the participation of all the parties involved as the presiding officer. In order to be fair the council has decided to adopt rules for all persons participation in a meeting with said rules having been passed by resolutions of that body.

In order to be fair, the council has decided to adopt rules for all persons participation in a meeting with said rules having been passed by resolution of that body. The rules are as follows:

1. Persons wishing to address the council must complete a “Speaker’s Request” form and submit that form to the City Clerk prior to the beginning of the day’s scheduled city council meeting. The Speaker’s Request form is attached herein below and should be given to the City Clerk who will make it available to the public by way of announcement during the city council meeting at the time the specific agenda item or issues is about to be discussed.
2. Each speaker who has correctly and completely filled out and submitted the Speaker’s Request form will be allowed two minutes to state his or her comments, question or concerns on items being considered on the agenda for final adoption (ordinance and resolutions), as well as on discussion item noted on the agenda. The City Clerk will keep time beginning after the speaker gives his or her names and address for the record. No additional time will be granted over and above the tow minutes.
3. The aforementioned rules and time limits will apply when the council receives public input on introductory ordinances after all introductory ordinance have been read.
4. The same rules stated above will apply to anyone wishing to speak on any amendment to ordinances or resolution; however, the time to speak with regard to those amendments to either ordinance or resolution is at the time the amendment is offered.
5. In an effort to be fair to persons wishing to speak to the aforementioned issues and given the complex natures of some of those issues, the city council invites any speaker to submit seventy-two (72) hours before the beginning of any one days city council meeting, whether regular or special, written questions or comments to the Mayor’s office so that the Mayor and the city council can completely understand the speaker’s issues and position and to give them time enough to research and formulate a complete and appropriate response to the speaker’s statements or questions. In the rare circumstance where adequate information and/or an adequate response cannot be generated by the date of the aforementioned city council meeting, the city council will furnish a written response to the speaker at a reasonable time period after the submission of the written requestor statement.
6. Any speaker who addresses the Rayne City Council whether they be a public official, citizen, interested person or otherwise will not and shall not make any derogatory comments about any specific person either by naming them or directing the derogatory comments towards them. Such commentary is destructive, irrelevant and inefficient to the future growth and improvement of the City of Rayne and will simply not be tolerated. Speakers should make factual statements or questions that relate specifically to the issues or concerns that they have regarding those matters presently pending on the agenda for that days city council meeting, whether it be regular or special.
7. The city council understands that there are items when speakers who are addressing the city council meeting whether it be the city officials and/or the audience that they make reference to certain written, audio, and/or video sources. If any material that an individual wishes the city council to consider is referred
to, it will only be considered by the city council if it is provided to the council by way of giving a copy to the City Clerk prior to the speaker giving their names and address.

8. A Speaker’s Request form is provided herein below. Everything below the dotted line should be removed from the bottom of this sheet and handed to the City Clerk in accordance with the aforementioned rules. The form should be filled out completely by each speaker for each separated agenda items that the speaker wishes to speak to during any one days city council meetings whether regular or a special meeting. Please print as legibly as possible and remember that you are given two options, that is to address the council either in support or opposition of any agenda item or to not address the council. **HOWEVER, YOU MAY NOT FILL OUT A SPEAKER’S REQUEST FORM AND CHOOSE NOT TO SPEAK AND DONATE YOUR TWO MINUTES TIME ALLOTMENT TO ANY OTHER SPEAKER.**

9. Please keep the upper portion of this procedure statement for your records although these sheets will be proved at table outside the city council meeting room before each meeting.

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**Request to Address**

**Rayne City Council**

*(Please submit a separate form for each agenda item)*

Date: __________________________

Name: (Please print)

____________________________________________________________________________

Address:

____________________________________________________________________________

Phone Number:

____________________________________________________________________________

What Agenda item Number Would you like to Address:

____________________________________________________________________________

Subject Matter:

____________________________________________________________________________

____________ I WANT to address the Council in **Support/Opposition** (Circle One) of this proposal.

____________ I DO NOT wish to address the Council, however, I **support / oppose** (Circle One) this proposal

*(Give to the City Clerk)*