

CITY OF TOPEKA

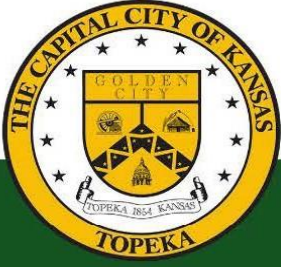
City Council
215 SE 7th Street, Room 255
Topeka, KS 66603

Spencer Duncan, District 8
Tel: (785) 207-8985
sduncan@topeka.org

TOPEKA POLICY & FINANCE COMMITTEE

Rules of the Committee

1. In any case where committee rules do not apply, Governing Body Rules shall govern. All powers, duties and responsibilities herein are reserved to the chair.
2. Cellular phones and other electronic devices with audible tones are prohibited in the Committee room, unless audible tones or ringers are disabled.
3. The Chair, in working with staff and the other members of the committee, shall determine the final agenda, including scheduling and order of business.
4. During Public Comment, each members of the public shall be granted 4 minutes to speak. Any extension of time is at the discretion of the Chair.
5. Committee members may ask questions of staff or any individuals presenting or speaking to the Committee, once they have been recognized.
6. No presenter or individuals speaking to the Committee shall be interrupted while they are presenting, except with permission of the Chair.
7. Questions and discussion shall be limited to the subject matter on the agenda for the day, except as otherwise allowed by the Chair.
8. A motion requires a second to be in order.
9. A request from any member of the committee to have their vote be recorded shall be granted.
10. Staff will not address presenters or individuals speaking to the committee without being recognized the Chair.
11. Granting excused absences is reserved to the Chair. If a member is to be absent, another Council member may fill in for that member during their absence, at the request of the Chair.
12. The Chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room or via Zoom during meetings.
13. Adjournment is reserved for the Chair.



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Rules for Presenters and Speakers

It is the policy of the Policy and Finance Committee to ensure and promote free and open discussion of matters coming before the committee. Because of the importance of issues that are to be discussed, certain rules are necessary. Any questions about these rules should be directed to the committee chair.

By appearing before the Committee each individual is presumed to have read the rules and therefore has agreed to be bound by these rules. Each individuals before the Committee also understands that all meetings are recorded and shared with the public.

Thank you for your understanding and cooperation with these rules.

1. The Chair, in working with staff and the other members of the committee, shall determine the final agenda, including scheduling and order of business.
2. Individuals wishing to appear and provide any documentation are encouraged to contact the City Council office 24 hours in advance of the meeting.
3. Any individual is welcome to sign up to speak the day of the meeting, or speak when the Chair asks for comments at the appropriate time during the meeting.
4. Each member of the public has 5 minutes to speak. Any extension of time is at the discretion of the Chair.
5. If an individuals has written comments or documents, they are encouraged to provide 5 copies (3 members of the committee; 1 clerk copy; 1 copy for staff).
6. Individuals speaking to the committee shall address their comments to committee members and staff only.
7. Subject matter when speaking shall relate to the topic under consideration. Anyone who speaks on unrelated subjects will be asked to conclude their remarks by the chair.
8. While speaking to the committee is not preceded with any formality of an oath, by appearing before the committee all individuals hereby certify that his or her testimony is truthful, based upon facts that are capable of verification and offered in good faith.
9. The chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
10. The chair reserves the right to take such action as may be necessary to prevent or correct a violation of these rules.
11. Cellular phones with audible tones must be turned off or disabled while in the committee room.
12. Individuals may be allowed to appear via Zoom. Individuals in appearing this manner shall follow all written rules and verbal directives of the chair.