

NO. 2506

RESOLUTION

**RESOLUTION ADOPTING RULES FOR PUBLIC HEARINGS AND
PUBLIC COMMENT PROCEEDINGS HELD BY THE HAZELWOOD CITY
COUNCIL**

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WHEREAS, the City of Hazelwood business is conducted at City Council meetings by the elected officials of the City and all Council meetings are open to the public; and

WHEREAS, the public's participation is permitted only at formal Council business meetings during the time and manner set forth the City's code, and public participation is generally not permitted during Council work sessions and other informal meetings; and

WHEREAS, the City Council seeks to conduct its business in a manner open to the public in such manner that also provides a safe and secure setting for the Council and the public to attend to the City's business, while also enabling the Council to conduct its deliberative process without interruption in a manner that can be heard and viewed by all in attendance; and

WHEREAS, the City Council seeks to ensure that the public has a full opportunity to be heard during public hearings and public comment periods of Council meetings, and to facilitate transparency in the conduct of Council meetings so that all persons can observe and hear all of the Council discussion and votes; and

WHEREAS, in order to limit interruptions, unreasonable delays, or duplication of comments, presentations, or discussions, and to balance the need for the Council to conduct effective meetings without the meetings extending late into the night or early morning with the need to give a full opportunity for the public to be heard, rules of decorum are necessary; and

WHEREAS, the City Council finds and declares that the rules hereinafter established help develop an atmosphere of civility that is respectful of diverse opinions and allows presentation of positions that vary from the position of others at the meeting without insults or intimidation, and assures that all interested persons have a reasonable opportunity to be heard and multiple means by which to make their views known;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HAZELWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The following rules and procedures shall govern the conduct and decorum of public hearings and public comment proceedings held by the Hazelwood City Council.

A. Rules of Decorum for the Public

During all City Council meetings, the following revised rules apply:

1. All remarks shall be made only after the speaker is acknowledged by the Mayor/Mayor Pro Tempore and shall be delivered from the podium. Any person with special needs may contact City Hall for accommodations.
2. All comments will relate to the business of the City and, as such, be addressed to the Council as a whole.
3. Remarks are limited to 3 minutes.
4. Disorderly conduct, including clapping, shouting, insults, or otherwise disrupting the meeting, is prohibited. Offenders may be removed by order of the Mayor/Mayor Pro Tempore.
5. No attendee shall make threats or other forms of intimidation against any person in the Council chambers or meeting room. Any weapon or firearm while in the Council chambers or meeting room is strictly prohibited.
6. To maintain the fire code occupancy limits and allow for safe exit, unless addressing the Council or entering or leaving the Council chambers or meeting room, all persons in the audience shall remain seated in the seats provided. No person shall stand or sit in the aisles, nor shall the doorways be blocked.
7. All personal electronics must be silenced to prevent disruptions.
8. No person at any Council meeting shall be in a state of intoxication caused by the person's use of alcohol or drugs.
9. No sign shall be displayed in Council chambers in a manner that blocks the view of another person or in a manner that would violate subsection 3 above.
10. The Mayor/Mayor Pro Tempore may interrupt any speaker violating these rules.

B. Enforcement of Decorum

The Mayor/Mayor Pro Tempore, with the assistance of the Chief of Police, is responsible for maintaining order during meetings. Key enforcement provisions include:

1. Interrupting or removing speakers who violate decorum.
2. Issuing verbal warnings as needed - though not required prior to removal.
3. Authority is extended to any peace officer in attendance.
4. Removed individuals may only return upon Council majority vote.
5. Council may recess during disturbances.
6. In cases of significant disruption, the Mayor/Mayor Pro Tempore may order the chambers cleared, continuing the meeting by broadcast or recording only.

SECTION 2. This Resolution shall be in full force and effect from and after its passage by the City Council.

PASSED this 2nd day of July, 2025 by the
Council of the City of Hazelwood, Missouri.

Matthew G. Robinson
Matthew G. Robinson - Mayor
City of Hazelwood, Missouri

ATTEST:

Julie Lowery
Julie Lowery, CMC - City Clerk
City of Hazelwood, Missouri

APPROVED AS TO FORM:

Kevin M. O'Keefe
Kevin M. O'Keefe - City Attorney
City of Hazelwood, Missouri