

## Policy: Public Comments

This policy is adopted to facilitate meaningful public engagement while ensuring that City Council meetings remain orderly and respectful. Beyond mandated Public Hearings, the City Council may in its sole discretion notice a general Public Comment Period on its meeting agendas. During all City Council meetings, the City Council Chambers shall be a Limited Public Forum, subject to this Policy. When a Public Comment Period or a Public Hearing is noticed, the time, place, and manner regulations of this Policy shall apply. The City Council's failure to strictly enforce each regulation shall not limit the Council's ability to require substantial compliance from speakers. This Policy shall apply to all Public Comment Periods and Public Hearings that take place during City Council meetings. The term "Chair" as used in this policy means: (1) the Council Chairperson; or, (2) a person lawfully presiding at a City Council meeting in the Council Chairperson's absence.

### Verbal Comments

- Speakers will identify themselves verbally and in writing by first and last name.
- Speakers will identify their local geographical area of residence (e.g. Tooele City). The Chair may restrict comments to Tooele City residents, businesses, and other stakeholders.
- Speakers will address comments directly to the City Council (not to the Mayor, City staff, development applicants, presenters, members of the public, or others).
- Comments will be limited to 3 minutes per speaker. A timer may be displayed. After 3 minutes, the microphone may be cut off, and a timer may sound.
- For any one particular Public Comment Period or Public Hearing, the Chair may designate a total reasonable length of time for comments. If no time limitation is designated, the length of time for comments shall be limited to thirty (30) minutes per Public Comment Period and per Public Hearing.
- The Public Comment Period and Public Hearings are not free-for-all open-mic opportunities. Speakers will limit their comments to topics within the City Council's jurisdictional authority. In the case of a Public Hearing, speakers will limit their comments to the topics for which the Public Hearing was noticed.
- Speakers will not engage in disrespectful, disruptive, attacking, threatening, or violent behavior.
- Speakers will not make obscene comments or gestures.
- Clapping, booing, hissing, cheering, and other similar disruptive behavior is prohibited.
- No verbal comments may be made remotely via electronic means except as a reasonable ADA accommodation, upon request. Written comments may be submitted remotely in advance of the meeting, as described in the written comment regulations below.

### Written Comments.

- Speakers may submit written comments to the City Recorder or electronically to [cmpubliccomment@tooelecity.gov](mailto:cmpubliccomment@tooelecity.gov).
- Written comments for a Public Hearing shall be submitted no later than 11:59 PM the day prior to the Public Hearing, and must reasonably express the author's intention that they be considered in connection with the Public Hearing.
- Written comments for a Public Comment Period that are submitted later than 11:59 PM the day prior to a meeting will be considered for the next calendared meeting.
- The City Recorder will deliver the comments to the City Council.

- The Chair will indicate during the Public Comment Period or Public Hearing the receipt of written comments and at least the substance of their content.
- Individuals submitting written comments will identify themselves in writing by first and last name, and written submissions will otherwise adhere to the standards set forth in the verbal comment regulations listed above.
- The Chair has discretion to disregard any written submission that fails to comply with any regulation in this policy, or which fails to reasonably express the author's intention that it be considered during a City Council meeting.

Signs.

- Signs of any size or type displayed by the public are prohibited in the City Council chambers.
- Signs may be displayed in the City Hall rotunda so long as they do not disrupt the meeting or interfere with patron attendance, in the City Council's discretion, if the comments comply with the verbal comment regulations, above.

The City Council retains discretion in the administration of this Policy, and may alter or add to these regulations for meeting decorum and efficiency. The City Council may utilize all legal means to enforce this Policy. The Council Chairperson is primarily responsible for the enforcement of this Policy.

Council Chairperson: Justin Brady

Date: 2/18/2026