Guidelines for Attending and Speaking at Burbank City Council Meetings

Burbank, California
Est. 1911

The Charter of the City of Burbank provides:

“During any meeting of the Council, all persons are encouraged to address the Council on any item that is within the subject matter jurisdiction of the City Council or as otherwise required by state law.”
(Charter sec. 405)

The City Council urges all residents of the City to attend and participate in meetings of the City Council. The following rules and guidelines have been developed to assist in the orderly conduct of such meetings, and allowing all who attend to have the opportunity to both speak and listen to the proceedings.

Public Comment. There are generally three opportunities for members of the public to address the Council during Council meetings. The first precedes the Closed Session items, the second precedes the main part of the City Council’s business (but following announcements and public hearings), and the third is at the end of the meeting following all other City business.

Time limits may not be shared with other speakers, and may not accumulate from one period of Public Comment to another or from one meeting to another.

Closed Session Public Comment: (Three minutes on any matter on Closed Session items only.) A PINK card must be completed and presented to the City Clerk.

The First Public Comment Period: (Five minutes on any matter concerning City business.) A YELLOW card must be completed and presented to the City Clerk.

The Second Public Comment Period: (Three minutes on any matter concerning City Business.) A GREEN card must be completed and presented to the City Clerk.

Reduction of Speaking Time. The Mayor may reduce the allocated speaking time for public comment to accomplish City business within a reasonable time.

City Business. City business is defined as any matter that is under the jurisdiction of the City Council. Although other topics may be of interest to some people, if those topics are not under City Council jurisdiction they are not City business and may not be discussed during any Public Comment period.

Written Communications. Members of the public seeking to present documents to the Council during any Public Comment period must provide ten (10) copies of such documents or the documents will not be accepted.

Videotapes/Audiotapes. Videotapes or audiotapes may be presented by any member of the public at any public comment period or at any public
hearing. Such tapes may not exceed the time limit of the applicable Public Comment period or any public comment period during a public hearing. The playing time for the tape shall be counted as part of the allowed speaking time of that member of the public during that period.

Videotapes must be delivered to the Public Information Office by no later than 10:00 a.m. on the morning of the Council meeting in a format compatible with the City's video equipment. Neither videotapes nor audiotapes will be reviewed for content or edited by the City prior to the meeting, but it is suggested that the tapes not include material that is slanderous, pornographic, demeaning to any person or group of people, an invasion of privacy of any person, political campaign material or inclusive of material covered by copyright.

Printed on the videocassette cover should be the name of the speaker, the public comment period during which the tape is to be played, and the total running time of the segment. The Public Information Office is not responsible for “cueing up” tapes, rewinding tapes, or fast forwarding tapes. To prevent errors, there should be ten seconds of blank tape at the beginning and end of the segment to be played. Additionally, the speaker should provide the first sentence on the tape as the “in cue” and the last sentence as the “out cue”.

As with all Public Comments, videotapes and audiotapes are limited to the subject matter jurisdiction of the City and may be declared out of order by the Mayor.

Disruptive Conduct. The Council requests that you observe the order and decorum of our Council Chamber by turning off or setting to vibrate all cellular telephones and pagers, by not visiting with neighbors in the audience, and that you refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the Council is in session, and the display of signs in a manner which violates the rights of others or prevents others from watching or fully participating in the Council meeting, is a violation of our Municipal Code and any person who engages in such conduct can be ordered to leave the Council Chamber by the Mayor or the Sergeant-At-Arms.

Once an individual is requested to leave the Council Chamber by the Mayor or the Sergeant-At-Arms, that individual may not return to the Council Chamber for the remainder of the meeting. BMC §2-217(b).

Individuals standing in the Council Chamber will be required to take a seat. Also, no materials shall be placed in the aisles in order to keep the aisles open and passable. BMC §2-217(c).

It is also requested that no food or drinks (other than water) be brought into the Council Chamber.

Your participation in City Council meetings is welcome and your courtesy will be appreciated.