

Speaking at a City Council Meeting

All Shawnee residents are welcome to speak to the Council at any meeting. You can introduce a new topic or comment on an item already on the agenda. The image at the bottom of the page (from the city's website) shows how to sign up. Visit the [City of Shawnee Civic Web Portal](#) using this link, where you'll find the same information and links.



What to expect when you speak:

- You may only speak from the lectern.
- The Council Members will not generally get into a discussion, but may ask questions.
- The time limit is strictly enforced.
- The City has prepared a brochure that fully explains the procedure. It's reproduced on the next two pages here.

Remember, you can also provide written remarks to the entire governing body or communicate directly with one or more members as individuals. Please include your ward's council members on any correspondence.

Welcome to your CivicWeb portal! Our community prides itself on strong, long-running traditions. One of these traditions is getting our community engaged with what is going on at City Hall. We are pleased to introduce our CivicWeb portal, which enables our citizens to learn about meetings, search for documents, view reports, and more! Let us know how our community can be improved!

You can also send your comments/feedback via e-mail to the entire Governing Body at governingbody@cityofshawnee.org. Contact information for individual members of the Governing Body is on our [website](#). All governing meetings will comply with the Kansas Open Meetings Act.

Can't find something you are looking for? Please visit www.cityofshawnee.org or contact the City Clerk's Department at (913) 742-6014.

Be sure to [sign-up](#) to receive email notifications for agendas.

Speaking at Public Meetings

The City encourages public participation and engagement at all City meetings. The Governing Body has approved Policy Statement No. 7 (PS-7), Conduct of Public Meetings, to ensure all interested parties have the opportunity to participate. An online form has been created to allow interested parties to sign-up to speak at City Council meetings, but is not required. It can also be used to provide written testimony related to an agenda item in lieu of coming to the meeting to provide public comment.

[Click here](#) to access the form. The online form is only open after the agenda is published and closes at noon on the day of the meeting.

If you are planning on presenting electronic information to the Governing Body (ex. powerpoint, images, etc.) please send them to cityofshawnee@cityofshawnee.org before the meeting. Presenting from a flash drive will not be permitted.

Attendance at Public Meetings

If attendance at City meetings is not essential, we encourage you to [listen to the meeting live on our website](#). Currently, only City Council and Planning Commission meetings are broadcast live.

Form of Government

The City of Shawnee is a 1st class city with a Mayor/City Council/Manager form of government. The City Council is comprised of eight elected members, who serve four wards in the City. Each member serves a four-year term. The Mayor is elected “at large” and serves a four-year term.

The Mayor chairs all City Council meetings. The Council President chairs all Council Committee meetings.

City Council Meetings

City Council meetings are held on the second and fourth Mondays of each month and begin at 6:00 p.m. in the City Council Chambers at City Hall, 11110 Johnson Drive, Shawnee, KS 66203. These meetings are when the Governing Body conducts the City’s official business.

Agendas for these meetings are generally available at City Hall or on the City website on Wednesday evening preceding the meetings. Agendas can be found at cityofshawnee.org/agendas.

Council Committee Meetings

Council Committee meetings are held on the second and fourth Monday of the month immediately following the City Council Meetings (which being at 6:00 p.m.) in the City Council Chambers at City Hall, 11110 Johnson Drive, Shawnee, KS 66203. These meetings are generally less formal and are a time for the Governing Body to discuss items. The Council Committee does not take final action on a topic they discuss; however, they forward their recommendations to a regular City Council meeting for formal action by the entire Governing Body.

Agendas for these meetings are generally available at City Hall or on the City website on Wednesday evening preceding the meetings. Agendas can be found at cityofshawnee.org/agendas.

Public Participation at Meetings

In order to provide everyone an opportunity to speak, the Governing Body has established Policy Statement No. 7 (PS-7), Conduct of Public Meetings. It can be found on the City’s website cityofshawnee.org/agendas. Below are highlights of PS-7 that pertain to public participation at City Council and Council Committee meetings.

- It is preferred that speakers sign-up in advance (no later than noon on the date of the meeting), but is not required. Speakers can sign-up online (cityofshawnee.org/agendas), by calling/emailing the City Clerk’s office at 913.742.6014 or cityclerk@cityofshawnee.org or can attend a meeting and request to speak.
- Public comments are generally accepted throughout the meeting on agenda items.
- No interested person shall speak more than once to any one question, nor more than five minutes each time. When more than twelve people have signed-up to speak, the Mayor or acting chairperson may limit the amount of time speakers have to address the Governing Body.
- The Governing Body may extend the speaker’s time with a motion and vote.
- Speakers may not read documents from another person into the record.

- Handouts and presentations should be delivered to the City Clerk by noon on the date of the meeting. Handouts can be emailed to the City Clerk’s office at cityclerk@cityofshawnee.org.
- Speakers who wish to address the Governing Body on an issue that is not on the City Council agenda may do so under Business From the Floor. This section is generally at the end of the City Council meetings. It is preferred that speakers sign-up in advance (no later than noon on the date of the meeting).
- Large groups (Citizen Interest Groups) wishing to speak to an item should refer to Policy Statement No. 7 (PS-7), Conduct of Public Meetings (Section 11.G.3.e), at cityofshawnee.org/agendas.

To give everyone the opportunity to comment, the following courtesies should be observed at both City Council and Council Committee meetings:

- Speak only at the podium using the microphone.
- State your name and address before speaking.
- Please do not ask for a show of hands or poll the audience as this information can not accurately be reflected in the minutes.
- Disruptive behavior is not permitted.

Please refer to Policy Statement No. 7 (PS-7), Conduct of Public Meetings, for more information about City Council and Council Committee meetings. PS-7 can be found at cityofshawnee.org/agendas.

City Council Action

The City Council can take action in several different manners:

Motions are used to approve policy statements, establish procedures, or provide direction to City staff. They generally require a majority vote of those present and voting for approval.

Resolutions usually establish Council policy or direct certain types of administrative action. They require a majority vote and are usually effective immediately. They generally require a majority vote of those present and voting for approval.

Ordinances are laws adopted by the City Council. They usually amend the Municipal Code or modify zoning designations. Most ordinances become effective upon publication in the City designated newspaper. They generally require five votes for approval.

Contact Governing Body Members

Members of the Governing Body may be contacted at governingbody@cityofshawnee.org. Information about the Governing Body can be found at cityofshawnee.org/agendas.

Assistance

Contact the City Clerk's office at 913.742.6014 if you need any type of accommodation to participate in a meeting. Advance notice of 48 hours is appreciated.

Visit the City's website for more information about meeting notices, agenda, minutes, and to listen to live broadcasts of various meetings.

cityofshawnee.org/agendas

GOVERNING BODY

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PUBLIC COMMENT AT CITY MEETINGS

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