

# City of Northfield Council Listening Session Guidelines

## What

Listening sessions are meetings held before the beginning of each regular City Council meeting for community members to present their ideas, questions or concerns to the City Council.

## When

- Listening sessions occur on Tuesday from 6:00 – 6:20 p.m., whenever there is a regular scheduled Council Meeting (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month).
- Each listening session will be posted on the [City's website calendar](#).

## Where

Northfield Council Chambers, 801 Washington Street

## Guidelines

- The Mayor shall preside at the Council Listening Sessions. The Mayor shall preserve order and enforce the Rules of Decorum.
- Listening sessions are intended for topics NOT on the City Council agenda that same day. Meeting agendas can be found at: <https://northfield.legistar.com/Calendar.aspx>
- The Council Listening Sessions are open to the public, but will not be broadcast on the government access channel, nor will they be livestreamed.
- The public comment period held during a Council Listening Session will be limited in time to 20 minutes.
- Each speaker will be allowed to offer comments up to a total of two (2) minutes, and each speaker may speak only one time per Council Listening Session. More time may be granted depending upon number of speakers that have pre-registered.
- Should more than 10 speakers sign up for a listening session, those speakers unable to speak due to time constraints will have priority to speak at the next listening session.
- Council Listening Sessions are subject to the Rules of Decorum the Council and Board/Commissions use for their meetings.
- During Council Listening Sessions, members of the public may provide comments for the City Council's consideration. Public comments must follow the following criteria:
  - The topic must relate to specific matters of City related business and/or which relate to a subject matter under the jurisdiction of the City.
  - Speakers may NOT speak on items otherwise addressed at the regular City Council meeting immediately following a Council Listening Session.

- Speakers may not speak on matters that have already had a public hearing at a previous City Council meeting or Board/Commission meeting within the prior 12 months.
  - Speakers should not repeat a comment, question or concern if they have previously addressed the City Council on the same matter within the prior 90 days.
- Members of the public wishing to speak should pre-register by either calling or emailing the City Clerk (phone number: 507.645.3001 or email: [lynette.peterson@northfieldmn.gov](mailto:lynette.peterson@northfieldmn.gov)) stating their name, address, contact information and topic they would like to speak about. Comments may also be made electronically until 12:00 p.m. on the day of the meeting through the eComment (electronic comment) system.
- If unable to pre-register before the meeting, an opportunity to speak after the speakers on the sign-up list are exhausted may be given if time permits.
- Speakers may not gift their 2-minute speaking time to other members of the public.
- The City Council will not consider motions or take any other action during a Council Listening Session and will only ask questions if necessary to clarify a question or comment. The Council Listening session is intended only as a listening session by the City Council to receive public comments on matters related to City Business.