

# City Council

## Ordinance for Public Hearing

### Public Hearing - Quasi-Judicial

**Ordinance Number:** \_\_\_\_\_

A Ordinance of the City Council, approving Ordinance # \_\_\_\_\_ (description of Ordinance here)

**Mayor (or Clerk) reads the Ordinance title into the record**

- City Clerk and/or Administrator provides staff report**
  - *councilmembers may question staff through the Mayor*
  - ***NO council discussion at this time***
  
- The Mayor or Sponsor of the Ordinance may provide an overview of the Ordinance**
  - ***10-minute time limit (Sponsor)***
  - *councilmembers may question the sponsor through the Mayor.*
  - ***NO council discussion at this time***
  
- Mayor opens the public hearing**
  - ***3 minutes per person for members of the public***
  - ***Members of the public may only speak to the public hearing item up for discussion***
  - ***Ask members of the public to give their name, community, or whom they are representing.***
  - ***7 minutes per person for representatives of a state agency, city or borough official, or a recognized representative of a community council***
  - *Councilmembers may question members of the public if allowed by the Mayor.*
  - ***NO council discussion at this time***
  
- Mayor invites the sponsor (if applicable) to respond to questions/statements from the public**
  - ***10-minute time limit***
  - *councilmembers may question the sponsor on the ordinance*
  - ***no council discussion at this time***
  - ***NO discussion between the applicant and the public.***
  
- Mayor closes the public hearing**
  
- Mayor asks the council for a motion to approve the Ordinance**
  - *discussion moves to the council*
  - ***4 affirmative votes are necessary for approval of the proposed action***