



## **RESOLUTION NO. 3862**

**CITY OF MINOT  
COUNTY OF WARD  
STATE OF NORTH DAKOTA**

### **A RESOLUTION ADOPTING A PUBLIC COMMENT POLICY OUTLINING THE PROCEDURES FOR PUBLIC COMMENT AT ALL CITY COUNCIL MEETINGS.**

WHEREAS, the sixty-ninth legislative assembly of North Dakota enacted SB 2180, which created and enacted a new section to chapter 44-04 of the North Dakota Century Code, relating to the opportunity to provide public comment at a meeting of a public entity; and

WHEREAS, the Minot City Council has a long-established history of allowing personal appearances at its City Council meetings and provides for public appearances in its Code of Ordinances. See Minot City Ordinance [Sec. 2-30](#); and

WHEREAS, by adopting this resolution, the Minot City Council is adopting a public comment policy as prescribed by state law that ensures individuals have a fair opportunity to be heard while also maintaining an orderly and efficient meeting environment; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Minot does hereby adopt the following policy setting public comment rules for its regular meetings:

#### **PUBLIC COMMENT POLICY**

- 1. Speaker Cards Required.** If someone would like to provide public comment during a regular Minot City Council meeting under personal appearances, each individual must submit a speaker card that includes the individual's name, address, and the topic. Speaker cards will be available at the meeting and appear in the following format:

#### **Speaker Card**

Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

Topic: \_\_\_\_\_

Individuals must submit speaker card information to the City Clerk prior to speaking to the City Council. A speaker card may be submitted to the City Clerk in advance of the meeting.

2. Missing information from the speaker card disqualifies the individual from speaking at the meeting.
3. Each individual will be allotted five (5) minutes to make comments. The individual will be notified when their five (5) minutes have expired. The five-minute time limit may be extended by a majority vote of the City Council.
4. All comments must:
  - a. Address the topic identified on the speaker card.
  - b. Be pertinent to the City of Minot and fall under the authority of the City Council.
  - c. Be directed to the Council as a whole.
5. Comments may not:
  - a. Be defamatory, abusive, harassing, or unlawful.
  - b. Include information that is exempt or confidential under North Dakota open records law.
  - c. Interfere with the orderly conduct of the meeting.
6. Individuals will not have access to the City's audio/visual technology.
7. Individuals may not yield their allotted time to another individual.

This policy shall remain in effect until repealed or otherwise modified by the Minot City Council.

Adopted this 7<sup>th</sup> day of July, 2025 by the City of Minot.

ATTEST:

Mikayla McWilliams  
Mikayla McWilliams, City Clerk

APPROVED:

  
Mark Jantzer, Interim Mayor