



**CITY OF
TOPEKA**

CITIZEN GOVERNMENT REVIEW COMMITTEE RULES OF THE COMMITTEE

1. In any case where Committee rules do not apply, Robert's Rules of Order Revised shall govern.
2. The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of member's motives, and confine members in debate to the question under discussion.
3. The Chair, in working with staff and the other members of the Committee, shall determine the final agenda, including scheduling and order of business.
4. During Public Comment, each member of the public shall be granted 4 minutes to speak. Any extension of time is allowed by majority vote of the Committee.
5. All presentations submitted before the Committee shall be no longer than 20 minutes. Any extension of time is allowed by majority vote of the Committee.
6. Committee members may ask questions of staff or any individuals presenting or speaking to the Committee, once they have been recognized.
7. Questions and discussion shall be limited to the subject matter on the agenda for the day, except as otherwise allowed by the Chair.
8. Staff will not address presenters or individuals speaking to the Committee without being recognized by the Chair.

9. Committee members may choose to attend committee meetings in person or by virtual application.
10. In the absence of the Chair during any Committee meeting, the Vice Chair shall take over the duties of the Chair.