

BILL NO. 383

ORDINANCE NO. 379

**AN ORDINANCE OF THE VILLAGE OF
INNSBROOK, MISSOURI, ADOPTING A PUBLIC
COMMENT AND MEETING DECORUM POLICY**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF
INNSBROOK, MISSOURI, AS FOLLOWS:

Section I. Public Comment and Public Hearing.

Public Comment. The general public shall be afforded an opportunity to address the Board of Trustees during the portion of the order of business set aside for public comment.

1. Any person wishing to address the Board of Trustees shall, before the meeting is called to order, complete a public comment speaker card providing their name, address, and the topic of their comments and submit it to the Village Clerk.
2. When called by the Village Clerk, the person wishing to speak shall approach the designated speaking area, state their name and address in an audible tone, and address their remarks to the Board of Trustees as a whole, and not to individual members, staff, or other members of the public. Each speaker shall be allowed five (5) minutes to make their comment. The presiding officer shall be responsible for enforcing time limits.
3. No person, other than the person having the floor, shall be permitted to speak during the time allowed. Each member of the public shall terminate their comments and questions when their time to speak has ended. No member of the public shall engage in yelling, cursing or peace disturbance during a meeting of the Board of Trustees.
4. If a member of the public asks a direct question of the Board of Trustees, time may be set aside on the agenda for any member of the Board of Trustees to respond to such a question with brief response as facilitated by the presiding officer. Nothing herein shall require a member of the Board of Trustees to respond to any question.
5. Written public comments may be submitted to the Village Clerk. To be considered at the next regularly scheduled meeting of the Board, such comments must be received by the Village Clerk at least forty-eight (48) hours before the scheduled start time of such meeting. Written comments received less than forty-eight (48) hours before the start of a meeting shall not be considered at that meeting but shall be placed on file for consideration at the next regularly scheduled meeting. Timely submitted written public comments shall be announced by the Clerk during the portion of the order of business set aside for public comment and such comments shall be made available to the Board of Trustees for review. Written public comments shall be filed and retained in the office of the Village Clerk.

Public Hearing. At each public hearing required by law or ordinance, the following procedures shall apply:

1. The applicant or petitioner for the matter set for public hearing shall be given, in total, up to fifteen (15) minutes to present their request to the Board of Trustees. For purposes of this provision, the terms “applicant” or “petitioner” shall include the applicant or petitioners employees, agents and representatives.

2. The Board of Trustees may ask questions of the applicant or petitioner. If questions are asked of the applicant or petitioner, the Board of Trustees may, in its sole discretion, extend the time for the applicant or petitioner to make their presentation.

3. All other speakers shall be subject to the same rules and procedures as set forth in the provision related to Public Comment, except their remarks must pertain to the subject of the public hearing.

These Public Comment and Public Hearing provisions shall be construed in harmony with the Ordinances of the Village of Innsbrook. However, to the extent of any inconsistency or conflict between these provisions and any other Ordinance, the terms of these provisions shall supersede and control.

Section II. Meeting Decorum.

In addition to all rules established by Ordinance No. 5 of the Village of Innsbrook, the Board of Trustees shall abide by the following with regard to maintaining order at public meetings:

1. If any member of the public becomes belligerent, intimidating, threatening, or otherwise disrupts the orderly conduct of the meeting in a manner hostile to its announced purpose, or to any member of the Board or the general public, the presiding officer shall have the authority to warn the individual to cease such behavior.

2. If the individual refuses to comply after being warned, the presiding officer may direct the individual to leave the meeting. If the individual refuses to leave voluntarily, the presiding officer may order removal by any attending Police Officer, who shall escort the individual from the meeting premises.

3. If, in the presiding officer’s judgment, removal is necessary, but no Police Officer is present, the presiding officer may temporarily recess the meeting to request police assistance, or the Board may adjourn the meeting as appropriate.

This Meeting Decorum provision shall be construed in harmony with the Ordinances of the Village of Innsbrook. To the extent of any inconsistency or conflict between this provision and any other Ordinance, the terms of this provision shall supersede and control.

Section III. Savings Clause. Except as expressly set forth herein, nothing contained in this Ordinance shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the Village or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof.

Section IV. Severability Clause. If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Trustees that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the Village and shall thereafter be binding.

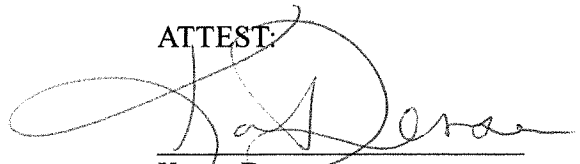
Section V. Effective Date. This Ordinance shall be in full force and effect from and after the day of its passage and approval

Said Bill was passed and approved this 9th day of September, 2025 by the Board of Trustees of the Village of Innsbrook, Missouri, after having been read by title or in full two times prior to passage.



Cynthia Bowers, Chairman
Board of Trustees

ATTEST:



Karen Denson
Village Clerk