



Pride. Diversity. Heritage.

Guide to Public Participation at Council Meetings

Welcome to the Ypsilanti City Council meeting. We hope the following information will help you understand the rules for public participation and comments during public hearings.

The Mayor and City Council appreciate and encourage your participation and offer these rules of procedure and conduct to ensure that everyone has an equal opportunity to speak in a civil and respectful environment.

All regular City Council meetings follow the order of business presented in the agenda. The agenda is available in the City Hall lobby the day of the scheduled Council Meeting.

Ypsilanti City Hall
1 South Huron Street
Ypsilanti, MI 48197

Speaking at City Council Meetings

All City Council Meetings follow the order of business presented in the agenda. The agenda is available in the City Hall lobby the day of the scheduled meeting.

Citizens may speak publicly during “Audience Participation” as designated on the meeting agenda or during Public Hearings intended to focus on specific issues at hand.

As a reminder, all public comments should be framed to provide a point of view, gain valuable information, or express a concern.

Sign In Sheet

Citizens wishing to address City Council are encouraged to sign in before the start of public participation. A sign in sheet will be located in the lobby. Please print and sign your name to ensure correct spelling in the minutes.

Using the sign in sheet to establish priority, the Mayor will call upon you to speak.

When you are called by the Mayor, please step to the microphone and wait to be acknowledged by the Mayor before you speak.

Direct your comments to the Mayor and Council. Begin by stating your name. (You may also state your address for the record if desired.)

General Rules

You have three (3) minutes to speak.

Speakers shall not share, loan or borrow time.

A timer is used to ensure equal speaking opportunity.

Any documents or materials for distribution to Council Members must be handed to the City Clerk.

Comments from speakers must be civil and respectful. Infractions shall result in loss of remaining time, admonishment by the Chair, or expulsion from the meeting by order of the Chair, after one warning.

Comments on physical appearance or character not related to job performance shall not be tolerated. Infractions result in the loss of remaining speaking time or admonishment by the chair.

Members of the audience are expected to respect the views of others and not interfere or harass speakers. Infractions may result in expulsion from the meeting by order of the Chair after one warning.

Audience Participation

Direct your comments to the Mayor and Council. State your comments or concerns. It is not the practice of Council to respond directly to questions during this portion of the meeting. The opportunity for the Mayor and Council to individually respond generally occurs during the **“Council Proposed Business”** or **“Communications from the Mayor”** section of the meeting.

Public Hearings

Public Hearings are designated to discuss a specific topic as noted on the agenda.

During a Public Hearing, time is provided for audience comments directly related to the specific issue before the Council prior to its vote or action.

All speakers are expected to refrain from personal attacks on Council Members, city staff or other members of the audience.

Communicating with Your Elected Representatives

If you have a concern or issue that you would like to discuss for longer than three minutes, you are encouraged to contact your elected officials directly.

You may contact the Mayor or Council Representatives in the following ways:

- Telephone
- Mail
- E-mail
- Request a Meeting

Mayor Paul Schreiber..... 734-277-5446
Mayor@cityofypsilanti.com

Council Members

Mayor Pro-Tem S.A. Trudy Swanson (Ward 1)..... 734-487-3904
satswanson@hotmail.com

Lois E. Allen Richardson (Ward 1)..... 734-482-2017
loiserich@hotmail.com

John Gawlas (Ward 2)..... 734-645-5033
jgawlas@cityofypsilanti.com

Bill Nickels (Ward 2)..... 734-483-8896
kbnickels@aol.com

Brian Robb (Ward 3)..... 734-485-9122
brobb@cityofypsilanti.com

Brian Filipiak (Ward 3)..... 734-483-9023
bfilipiak@emich.edu