

Guidelines for Visual Presentations During City Council Meetings

Citizens shall be permitted use of the Overhead Projector in City Council Chambers during the *Audience Participation* sections of the Council agenda under the following conditions:

1. Material(s) to be presented (flyers, presentations stored on CD or flash drive) shall be submitted to the Communications Director or designee a minimum of three (3) business days before the day of the meeting (Ex. Material must be submitted by 4:30 p.m. on the Wednesday before a Monday City Council meeting).
2. The Communications Director shall review the material(s) or designee for content and/or technical quality.
3. In accordance with the City of St. Clair Shores communications policies, material(s) that include the following content shall not be permitted:
 - a. Nudity or pornography, profanity and/or hate language.
 - b. Encouragement of hostility or violence.
 - c. Attacks on individuals based on ethnicity, race, religion, or sexual orientation.
 - d. Illegal discrimination against any group.
 - e. Sexual, obscene, indecent, or explicit messages, including sexual overtone or innuendo.
 - f. Deliberate false, misleading, or deceptive messages (i.e., material(s) that have been manipulated by editing software)
 - g. Identification of "personal" data such as, but not limited to, street names, addresses, or license plate numbers.
 - h. Language or information that is obscene, foul, vulgar, or abusive in any way.
 - i. Encouragement of cruelty to animals.
 - j. This listing is not exhaustive and can be added to at the sole discretion of the City of St. Clair Shores.
4. The Communications Director or designee will contact the citizen in writing regarding the approval or denial of the materials submitted for review on or before one (1) business day before the day of the meeting (ex., approval or denial of materials submitted for review must be given by 4:30 p.m. on the Friday before a Monday City Council meeting).
5. Material(s) approved for use during the *Audience Participation* sections of the City Council agenda will be retained by the Communications Director and placed on the overhead projector by the Communications Director or designee at the appropriate time during the citizen's presentation. No additions or deletions to the material(s) may be made after approval.
6. Original material(s) denied for use during the *Audience Participation* sections of the City Council will be returned to the citizen who originally submitted it (them) with a written explanation detailing the reasons for the denial. The Communications Director or designee will retain a stamped, dated copy of the material(s) submitted. The citizen may submit corrected material(s), per section H, subsection a of the *Policy for the Operation of The City of St. Clair Shores Government Access Video Channels (SCSTV)*.

7. Due to technical constraints, the cable casting of the presentations stored on CD or flash drive shall not include any recorded audio.
8. The visual presentation shall not exceed the two (2) or five (5) minute time limitation per the Audience Participation agenda item regulations.
9. The City of St. Clair Shores reserves the right to superimpose the words ***Audience Participation***, including the City's official logo on the bottom of all visual presentations to differentiate between information provided by the City of St. Clair Shores and information provided by citizens.
10. The City of St. Clair Shores reserves the right to air the following disclaimer before and/or after Audience Participation: "The views and opinions expressed under *Audience Participation* are those of the individual citizen only and do not necessarily represent the views and opinions of the Mayor, City Council or Administration of the City of St. Clair Shores."
11. The City of St. Clair Shores reserves the right to refuse visual presentation material(s) based on non-conforming content, non-compliance with the City's communications policies, or incompatibility with the City's equipment. Appeals shall be made in writing to the Communications Commission directly and addressed at their regularly scheduled meeting. The decision of the Communications Commission is final.