

# City of Bolivar

## How to Address Council

### Setting an Appointment

Citizens wishing to speak to City Council are asked to register with the [City Clerk](#). All requests are subject to the discretion of the Mayor. A request may be made by contacting the City Clerk's office prior to the meeting, and by filling out a request form as provided. Items that may be discussed are in two main categories: Items on the posted Agenda and Non-agenda items. Requests to speak on Agenda items must be submitted to the City Clerk no later than four hours before the Council meeting. Request to speak on Non-agenda items must be submitted to the City Clerk by 5 p.m. on Friday, prior to the meeting. All comments are limited to 5 minutes.

### Speaking on Agenda Items

When an agenda item, such as a council bill, comes up for discussion by council, citizens called upon may then address the council on such bills provided they fall under the following agenda headings:

- Amended Bills
- Emergency Bills
- 1st Reading
- Public Hearing
- Resolutions

### Speaking on Issues not on the Agenda

Citizens wishing to address the Council regarding an issue not on the agenda may speak under "Other Business." At the appropriate time in the meeting the Mayor will call the names of those with approved submissions.

### While at the Council Meeting

When the item is discussed, the Mayor calls the names of those persons who have submitted a request wishing to speak to the issue. When your name is called, please step to the lectern, state your name and address for the record, and the appropriate comments. Some restrictions on the comments are:

- Comments must pertain to the subject being discussed
- Comments are limited to 5 minutes
- Comments may not be repetitive of any prior speaker but should be new in nature.
- Opportunities to speak may not be stacked and accumulated for the same topic.
- Multiple parties with the same issue are encouraged to appoint a spokesperson to advocate their position.
- Decorum shall be maintained and clapping, cheering, and other potentially disruptive occurrences will not be tolerated.
- The mayor may dismiss any parties not following these guidelines.

**REQUEST TO ADDRESS COUNCIL**  
COUNCIL MEETING DATE        /        /

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WARD: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**AGENDA ITEMS**

(Must be submitted 4 hours before the meeting)

or

**NON-AGENDA ITEMS**

(Must be submitted by 5 p.m. on the Friday, prior to the meeting.)

I wish to address Council about:

- Amended Ordinance
- Emergency Ordinance
- 1st Reading
- Public Hearing
- Resolution

I wish to discuss the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Within the category checked above I wish to particularly address the following issue(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that my request is subject to the discretion of the Mayor and if my request is chosen that I have only 5 minutes to speak. My comments should not be repetitive of any prior speaker but should be new in nature. Opportunities to speak may not be stacked and accumulated for the same topic. Multiple parties with the same issue are encouraged to appoint a spokesperson to advocate their position. Decorum shall be maintained and clapping, cheering, and other potentially disruptive occurrences will not be tolerated. The Mayor may dismiss any parties not following these guidelines. The Mayor may cease public comment at any time.

\_\_\_\_\_  
Signature

Date:  
Time: