



**CITY OF BELLVILLE
CITIZEN'S FORUM SIGN-IN SHEET**

FOR COUNCIL MEETING HELD ON _____, 20_____

Speakers are limited to three (3) minutes and may speak only at the time specified as Citizen's Forum. Only the person whose name appears on this form may speak before the City Council.

TO: MAYOR AND CITY COUNCIL OF THE CITY OF BELLVILLE

FROM:

NAME: _____

ADDRESS: _____

ORGANIZATION NAME: _____

DAYTIME TELEPHONE NUMBER: _____

AGENDA	ITEM	NUMBER	OR	SUBJECT	MATTER	TO	BE	ADDRESSED	BY	ME:

I have read and agree to follow the procedures set forth in this form by the City Council concerning appearances in regard to the Citizens' Forum. I understand no formal action, discussion, deliberation, nor comment will be made by the Council.

SIGNATURE: _____

DATE: _____

PLEASE READ THE FOLLOWING PRIOR TO SIGNING, COMPLETE ALL INFORMATION, SIGN AND RETURN TO THE CITY SECRETARY PRIOR TO COMMENCEMENT OF MEETING.

A City Council Meeting is the process of making and amending laws, developing and making decisions for governing your City by citizens who have been elected by you.

The City Council meets on the third (3rd) Tuesday of each month at 5:00 p.m. Special meetings are subject to call. The meetings are open to the public and you are encouraged to attend.

The Council consists of a Mayor and five Alderman who are elected at-large and serve two-year terms. Each represents the City as a whole.

The Council adopts and amends laws, determines City policies and standards, determines how much money shall be spent and for what purposes, determines what City taxes shall be levied, approves contracts and grants, and represents the City.

The Agenda:

The Council follows a regular order of business in the conduct of its meetings. The agenda is prepared in advance. Subjects on it usually have been investigated by the City Administrator or a Department Head, so that the Council can have all available facts. Copies of the agenda are available in the City Secretary's office and the entry to the Council Chamber.

Items to be included on the agenda must be submitted to the City Secretary in writing by 8:00 a.m. eight calendar days prior to the meeting date for which the agenda is prepared.

Citizens' Participation:

Citizens who are not on the agenda for regular City Council meetings and who desire to address Council regarding an item not appearing on the agenda as an action item will be given an opportunity to do so at the beginning of each meeting under the agenda category entitled "Citizens' Forum". In order to be heard, the sign-in sheet provided for this meeting must be completed and given to the City Secretary prior to the start of the meeting. Citizens following the procedure for appearing before the City Council will also be allowed three (3) minutes to address the City Council. No formal action, discussion, deliberation, nor comment will be made by City Council.

In presenting a request to the City Council expressing their positions on an item, citizens will not be allowed to individually poll the City Council members as to their opinion regarding the subject they are addressing as it will be necessary for the City Council to ultimately vote on the issue. In addition, the intent of citizen participation is to gain input on the opinions and desires of individual citizens; therefore, citizens addressing the City Council will not be allowed to poll the desires of the audience in any manner.

Due to the nature of the public meetings and the desires to make sure that everyone has an opportunity to address the City Council, citizens who refuse to be cooperative or who are loud or abusive may be required to leave the City Council meeting. The Chief of Police or his designee is hereby appointed standing Sergeant-at-Arms for this purpose.