

CITY OF BELLVILLE CITIZEN'S FORUM SIGN-IN SHEET

FOR COUNCIL MEETING HELD ON _______,20_____.

PUBLIC COMMENT AGENDA ITEM:
Speakers that have completed the Sign-In Sheet in its entirety who wish to speak either on agenda
tems, or non-agenda items, will be given three minutes during the Public Comment agenda item.
CITIZEN PARTICIPATION THROUGHOUT MEETING: Pursuant to H.B. 2840, citizens now have the right to speak at the beginning of each agenda item prior to board deliberation. H.B. 2840 also allows the City Council to set reasonable procedures so that order can be maintained. The City Council welcomes citizen participation and requires speakers who wish to speak prior to any (or all) specific agenda item/s also complete the Sign-In Sheet prior to the start of the meeting. The speakers must specifically designate which agenda item/s they will be speaking on. Those speakers will be called on at the beginning of the agenda item/s and will be given three minutes to speak prior to board discussion.
TO: MAYOR AND CITY COUNCIL OF THE CITY OF BELLVILLE
FROM:
NAME:
vaivit.
ADDRESS:
DRGANIZATION NAME:
DAYTIME TELEPHONE NUMBER:
AGENDA ITEM NUMBER OR SUBJECT MATTER TO BE ADDRESSED BY ME:
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 5:30 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.