



P. O. Box 436 Vienna, Georgia 31092
(229) 268-4744

REQUEST TO SPEAK BEFORE CITY OF VIENNA MAYOR AND COUNCIL

Date: _____

Name of person requesting to speak: _____

Address: _____

Telephone: _____ Cell #: _____

Purpose: _____

For Office Use Only

Request Received By: _____ Date: _____

Meeting Date: _____

Results: _____

Signed by: _____ Date: _____

Rules of Procedures
For
Meetings of the Mayor and City Council
Of The
City of Vienna, Georgia

- A. All official meetings of the Mayor and City Council shall be open to the press and public. However, the Mayor and City Council reserves the right to meet to discuss such matters as may be properly considered in executive sessions.
- B. The Mayor and City Council desires citizens of the City of Vienna to attend its sessions in order that they may become better acquainted with the operations and programs of the City and that the Mayor and Council may have opportunity to hear the wishes and ideas of the public.
- C. In order to assure that persons who wish to appear before the Mayor and City Council may be heard and, at the same time, conduct its meetings properly and efficiently, the Mayor and City Council adopts as procedure the following procedures and rules pertaining to public participation in the Mayor and City Council meetings:
 - 1. Any person desiring to present new subject matter before the Mayor and City Council or to present a concern or an issue to the Mayor and City Council, representing either oneself or a group, should inform the City Clerk of the desire to do so and the topic as early as possible, but at least (5) five days before the meetings. This will permit orderly scheduling of remarks on the meeting agenda. At the time of the request, the City Clerk shall provide a copy of these Rules of Procedures to the person.
 - 2. Any individual desiring to speak on an agenda item must be recognized by the Mayor or presiding officer or by a majority vote of the City Council present.
 - 3. Any individual desiring to speak shall give one's name, address, and the group, if any, that he or she is representing.
 - 4. The presentation should be as brief as possible. Unless an extension of time is granted by a majority vote of the City Council, a speaker shall be limited to three (3) minutes. Time shall be kept by City Clerk.
 - 5. Any person who believes the time period is too constraining is encouraged to put his or her presentation in writing. After reviewing the written presentation, the Mayor and City Council may call a special meeting to address the particular concern or the Mayor and City Council may waive the time period (as set forth above). Either decision made by the Mayor and City Council would be based on a finding that the issue is so complex or such importance as to necessitate a special meeting or a waiver of the time period.

6. Speakers may offer such objective criticisms of the City operations and programs as may concern them. In public session, the Mayor and City Council will not hear personal complaints against City personnel nor against any persons connected with the City of Vienna. Other channels provide for the Mayor and City Council consideration and disposition of legitimate complaints involving individuals.
- D. The Mayor and City Council vests in its Mayor or other presiding officer authority to terminate the remarks of any individual. Upon proper motion and second, the City Council may by majority vote to terminate the remarks of any individual.
- E. Persons appearing before the Mayor and City Council are reminded as a point of information, that members of the Mayor and City Council are without authority to act independently as individuals in official matters; thus, questions may be directed to the Mayor and City Council members but answers must be deferred pending consideration by the Mayor and City Council.
- F. There shall be listed on the agenda of the regular meetings of the Mayor and City Council an item denoted as "Citizen Input" which provides for a person to address the Mayor and City Council, subject to the Procedures and Rules set forth above.

Revised and approved this 24th day of October, 2011.



Mayor



Council Member



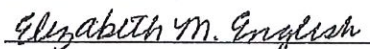
Council Member



City Attorney



Council Member



Council Member



City Clerk – Attest