

## **Public Participation / Council Meeting Procedures**

Council meetings are normally held on the second Tuesday of each month in the Council Chambers at Macon City Hall, 106 West Bourke Street, at 6:30 p.m. The Council does, however, reserve the right to move/reschedule the meetings as needed. All issues to be addressed from the public must be placed on the City Council agenda. The City Council requires all requests to be submitted in writing with the topic to be discussed plainly stated within the written request.

To place an item for discussion on the agenda, you must first notify the City Clerk of your interest. The City Clerk's contact information is located at the bottom of this page. All requests must be submitted prior to 12:00 noon on the first Tuesday of each month in order to be considered for placement on the agenda. Said request will be forwarded to the Mayor and/or City Administrator for approval to be placed upon the agenda for an upcoming meeting.

Citizens wishing to address the City Council concerning matters reflected on the agenda of the current meeting are required to sign-in prior to the start of the meeting. A sign-in sheet is located in the City Council Chambers. Please print or sign your name legibly.

The Mayor will call upon you to speak, using the sign-in sheet to establish priority. When you are called upon to speak, please step to the microphone and wait until you are acknowledged by the Mayor prior to speaking.

Each person addressing the Council shall give his or her name and their City of residence, in an audible tone of voice for the record, and shall limit said address to three (3) minutes. Groups are encouraged to select a spokesperson. All remarks shall be addressed to the Council as a body, and not to any individual member. No person, other than a member of the Council and the person having the floor shall be permitted to enter any discussion, unless permission is granted by the Mayor or Presiding Officer.

Any person making personal, impertinent or slanderous remarks while addressing the Council shall be asked by the Mayor or Presiding Officer to either be seated, cease the address to the Council, or leave the premises, and the Council shall move on to the next item of business.

### **CITY OF MACON COUNCIL MEETING PUBLIC PARTICIPATION REQUEST FORM**

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Date: \_\_\_\_\_

I request to speak or place an item of business on the agenda of the Macon City Council, during the next City Council meeting. I understand that I may address those present, but further understand that this will not be a question and answer format.

Name: \_\_\_\_\_

Subject: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This completed public participation sheet must be received by the City Clerk of the City of Macon no later than 12:00 noon on the first Tuesday of the month.

**Please submit to:**

**Macon City Clerk  
106 W. Bourke St  
PO Box 569  
Macon, Mo 63552**

**Telephone: (660) 385-6421  
Fax: (660) 385-1945**