City of Red Bay

REQUEST TO ADDRESS THE COUNCIL OR HAVE AN ITEM PLACED ON THE AGENDA

Date:_____

Person(s), Group, or Organization making the request:_____

Is this request to address the Council_____ or have an item placed on the agenda_____

If you are requesting to hold a ROADBLOCK the only location is at the intersection of Hwy 24 and Golden Road.

Please state your topic in detail, listing all points of discussion:_____

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If there are any documents, handouts, presentations, petitions, etc. to be read from please present all items to the city clerk for copying by 12:00 noon on the date of the meeting.

I have received a copy of Ordinance #08-11-03A, Rules of Procedure for Conduct of Meetings, and agree to abide by all rules therein. I understand that all requests to address the council must be submitted by 12:00 noon on the Wednesday prior to the council meeting. Your remarks are limited to five (5) minutes.

Signature_____

Print name _____

Address_____

Daytime phone #_____

Evening phone #_____

ORDINANCE #08-11-03A

City of Red Bay, Alabama

RULES OF PROCEDURE FOR CONDUCT OF MEETINGS

Rule 1. Agenda

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council by any council member or the mayor shall be delivered to the city clerk no later than 12:00 noon on the Wednesday prior to each council meeting. However, the mayor, city council members, the city clerk and/or the city attorney may, if necessary, bring items to a meeting for presentation and discussion during said meeting. The city clerk shall arrange a numbered list of such matters. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each council member, the mayor and the city attorney shall receive a copy of the proposed agenda and the agenda package.

Rule 2. **Public Address to the Council**

Any individual or group who wishes to address the council shall make a written request to be on the agenda to the city clerk, said request must be made on the form designated as the "Request to Address the City Council". The request must state the nature of the specific comment, question or concern that will be addressed. The request must be made no later than 12:00 noon on the Wednesday prior to the council meeting. With unanimous consent of the council, a person whose name does not appear on the agenda may be permitted to address the council. A person may speak on any subject regarding the city and municipal government, but may not address the same issue more than once every four weeks, nor may any individual or group speak on the same topic more than two (2) times. No person shall address the council without first being recognized by the presiding officer. Each person addressing the council shall step up to the place provided for use by the public and state their name and address for the record, speak in an audible tone of voice, state the subject the person wishes to discuss, state whom the person is representing if the person represents an organization or other persons, and shall limit the remarks to five (5) minutes unless further time is granted by majority vote of the council.

All remarks shall be addressed to the council as a whole and not to any member. No person other than council members and the person addressing the council shall be permitted to enter into any discussion without the permission of the presiding officer. No question may be directed to any council member, the mayor or a city employee without the permission of the presiding officer. Whenever any group of persons wishes to address the council on the same subject, the presiding officer may request that a spokesperson be chosen by the group or may limit the numbers of persons addressing the council. Without the necessity of making a prior request, any interested person may address the council in regard to a public hearing on a particular matter, subject to the

discretion of the presiding officer, and so long as the comments are relevant to the subject under consideration. After a motion has been made or a public hearing has been closed, no member of the public shall address the council on the matter under consideration without approval of a majority of the council. The city clerk shall provide a copy of rules to each person on the agenda. Anyone addressing the Council, who wishes to read from a written document, letter, petition, etc., shall provide a copy of the same to the Mayor, Council and City Clerk no later than the work session immediately prior to the City Council meeting.

Rule 3. **Decorum**

Any person making personal; meaning any comment concerning an individual serving as a council member or mayor, impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting shall be called to order by the presiding officer. If such conduct continues, the presiding officer may order the person barred from further addressing the council for that meeting. All persons shall be silent at the request of the presiding officer. If a person persists in disturbing the meeting after a warning, the presiding officer may order that person to leave the meeting. If the person does not comply with the order and leave the meeting, the presiding officer may order the sergeant-at-arms to remove said person. At least one (1) uniformed police officer shall be designated by the police chief to attend each council meeting. Such officer shall act as the sergeant-at-arms and shall carry out all orders and instructions given by the presiding officer to maintain order and decorum. Any council member may move to require the presiding officer to enforce the rules of decorum. The affirmative vote of a majority shall require him to do so. If a meeting is willfully disturbed by a person or group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance the meeting may be adjourned by the presiding officer and the remaining business conducted at the next regular meeting.

ADOPTED this 3rd DAY of November, 2008.

Bobby Forsythe

Bobby Forsythe, Mayor

ATTEST:

Linda B. Holcomb

City Clerk