

CITY OF ATHENS  
RULES OF PROCEDURE

Request to appear before the City Council;

Any member of the public wishing to have an item considered for placement on the Council agenda, must submit the request in writing to the Office of the City Secretary.

The item must be placed on the agenda within two weeks after receipt of the request. A request to have an item placed on the Council agenda may be withdrawn in writing by the person making the original request.

The City Administrator may direct a member of the City Staff to contact the person to try to resolve a problem. Contact by a member of the City Staff should in no way suggest that the person should not appear and address the City Council.

Speaker Rules: In order that the City Council may properly consider each matter brought to them by citizens, speakers are asked to observe the following rules:

1. Only one person may approach the microphone at any one time, and only the person at the microphone will be allowed to speak.
2. Speakers must address their comments to the presiding officer rather than individual City Council Members or Staff. Speakers may not refer to a City Council Member by name.
3. Speakers may file copies of their remarks or supporting information with the City Secretary. The City Secretary will make the information available to the City Council and City Administrator if requested.
4. A person who addresses the City Council must limit remarks to the specific subject matter being considered.
5. Speakers will have a maximum of three minutes to speak. The Mayor may impose more restrictive time limits for which a larger number of persons wish to speak. The Mayor may determine the order in which speakers are called.
6. Residents of Athens will be allowed to speak before nonresidents.

Note: Citizens appearing during “Opportunity for Citizens to Express Items of Concern” will be allowed to present their concern, however, members of the City Council are prohibited from entering deliberation and the item may be referred to a future agenda.

Adopted by the Athens City Council this the 28<sup>th</sup> day of February, 2000.