

## **City of Mount Vernon Request to Speak at Council Meeting**

### **Meeting of the Board of Aldermen-**

The twice monthly meetings of the Board of Aldermen of the City of Mount Vernon are open to the public. These meetings are held in order for the Board to conduct the business of the Board. Even though the meetings are open to the public, members of the audience are not allowed to speak, unless recognized by the presiding officer (Mayor or President of the Board in the Mayor's absence). Two methods are allocated for the public to provide input to the Board:

1. The agenda of each meeting includes the item: Comments of Visitors.
2. A request to be added to the agenda as a separate topic filed with the City Clerk prior to the meeting (See attached application).

### **Manner of Addressing the Board.**

Each person addressing the Board shall step up to the podium, shall give his/her name in an audible tone of voice for the record and limit said address to five (5) minutes. Groups are encouraged to select a spokesperson. All remarks shall be addressed to the Board as a body, not to any member thereof. No person, other than the Board members and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Board, without permission of the presiding officer. No questions shall be asked the Board members, except through the presiding officer.

If the speaker has materials to be distributed to the Board, those materials will be forwarded to the City Clerk, who will distribute the materials to the Board members.

Generally, matters presented during the Comments of Visitors that require further investigation or information shall be referred to staff, and if the Board determines that action is required, the item may be placed on a future agenda.

### **Personal and/or Slanderous Remarks.**

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Board shall be forthwith ordered by the presiding officer to leave the podium and the Board shall move on to the next item. If the speaker refuses to relinquish the podium, he/she shall be escorted from the podium by a police officer. If a speaker is escorted from the podium, he/she shall be prohibited from addressing the Board for a period of six months.

**CITY OF MOUNT VERNON, MISSOURI**  
**REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA**

Return Form To:

City of Mount Vernon, Missouri  
Attn: Shannon Neely, City Clerk  
P.O. Box 70  
319 East Dallas St.  
Mount Vernon, MO 65712  
Telephone: (417) 466-2122  
Fax: (417) 466-2513  
Email: [sneely@mtvernon-cityhall.org](mailto:sneely@mtvernon-cityhall.org)

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

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

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

Email: \_\_\_\_\_

Subject: (Briefly and legibly describe the matter that you want to address.)

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Date of meeting: (Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month)

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Note: This request with all backup material (documents and/or photos) attached must be received at least 24 hours prior to the Council Meeting.