

## **WELCOME TO A MEETING OF YOUR CITY GOVERNMENT**

The information below is designed to help all understand how the City conducts its business and to encourage citizen participation in the policy making process of the City.

The City of Marshall operates under state and federal laws, the City Charter, local ordinances and adopted policies.

The **MARSHALL CITY COUNCIL** is the legislative and governing body of the City. The Council determines policy for the City including establishing ordinances and setting goals and objectives designed to meet the needs of Marshall's citizens. The City Council receives advice and recommendations from city administration and a wide variety of citizen boards and commissions.

### **OPEN MEETINGS**

All regular and special meetings of the City Council and the advisory boards and commissions are open to the public. Closed (or executive) sessions may only be held by City Council for those specific subjects as permitted by state law. You are invited to attend and participate in meetings of the Marshall City Council and its boards and commissions.

### **SPEAKING AT COUNCIL MEETINGS**

Comment is welcome on agenda items or non-agenda items. You may wish to contact city administration for information relating to agenda or non-agenda items before speaking at a meeting. Many times this information will be useful to you in preparing your remarks or in answering your questions.

**AGENDA ITEMS** – Citizens are invited to comment on agenda items *prior* to public hearings or the business portion

of the Council meeting. Please respect the following rules:

- approach the podium and wait to be recognized by the Mayor
- state your name and address
- limit your comments to not more than 5 minutes
- direct your comments or questions to the Mayor who may request that City staff respond
- Comments must be directed to matters of public policy. Personal remarks relating to members of Council, boards or commissions, City staff, the audience or other citizens are not appropriate and will not be tolerated.

Citizens routinely will *not* be allowed to speak during Council discussion or deliberation of agenda items.

**NON-AGENDA ITEMS** – Following the business of the City Council (after the Consent Agenda is approved) there is time set aside for citizen comment on non-agenda items. The Mayor will invite your comment during that part of the meeting. Please follow the procedure outlined above.

**ADMINISTRATIVE ITEMS** – Often citizen comments involve day-to-day operational items that are referred to the City Manager or Directors. On these items you can normally receive more immediate action by calling the City Manager or the appropriate department rather than waiting for a public meeting.

### **CITY COUNCIL MEETINGS**

Regular City Council meetings are held at 7:00 p.m. on the first and third Monday of the month. Meetings are held in Council chambers located on the second floor of Town Hall, 323 W Michigan Avenue, unless otherwise posted.