

## Pottsville City Council Policies and Procedures

### **E. Agenda: Policy and Procedures**

- A. The Mayor will be responsible setting the Agenda.
- B. Anyone wanting to be on the agenda to address the council will be required to contact city hall and fill out a request form.
- c. This form will state briefly about the subject which they want the council to address.
- D. The last date a person will be allowed to add to the agenda is Tuesday at 4p.m. before the Fourth Monday. If the council meeting has to be rescheduled due to a holiday falling on this Monday, then the Tuesday at 4pm preceding the new date of the council meeting will be the last date to add to the agenda.

### **Public Comment**

- A. Anyone wanting to address the council on a certain subject will have to sign the book entering the council chambers. They will be limited to speak for (2) two minutes and can only address the council and can only address the subject they signed up for.
- B. When addressing the council they must state their name and address. The public cannot address the council in a threatening attitude or call out certain council members and direct comments towards any council member.
- C. Anyone trying to address the council during council discussion or make a statement will be out of order. Anyone not obeying the out of order ruling will be asked to leave.

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Passed this day January 23<sup>rd</sup>, 2017

Mayor Jerry W. Williams

Carless Teeter City Clerk/Treasurer