



791 6<sup>th</sup> Street  
P.O. Box 592  
Jesup, IA 50648-0592

Welcome to the Jesup City Council Meeting! The following are a few tips designed to help you understand the proceedings of the meeting.

- Persons desiring to speak on a non-agenda matter will be recognized to speak under the Citizens Input portion of the Council meeting. Persons requesting to speak on an agenda item will be recognized to speak when the agenda item is reached.
- A person may only address the Council one time during the Public Input portion of the meeting. Each person is allowed up to three (3) minutes to speak.
- Those wishing to address the Council are encouraged to complete a ***Request to Address Council*** Form to be returned to the Mayor or Presiding Officer prior to the beginning of the meeting. Request to Address Council forms may also be returned to the City Clerk or designee prior to the next scheduled council meeting, especially in cases where attendance will not be possible.
- The Mayor (presiding officer) will ask for those wishing to address the council to do so at the appropriate time. Please approach the speaker's stand, state your name and address for the record, and discuss the topic of interest. Comments must be addressed to the City council, not to an individual councilor, city employee or the public in general. The use of profanity, ethnic, racial or gender-oriented slurs is prohibited, as is any disorderly conduct which violates meeting decorum or is disruptive to the ongoing proceedings.
- Only the person recognized by the presiding officer may speak. Persons attempting to speak from the audience, while another has the floor, will be ruled out of order and directed to cease immediately.
- The council shall refrain from debate during Public Input. However, a council member may ask questions of any speaker for the purpose of clarifying a representation made during a presentation.
- Although the Council cannot take specific action on Citizens' Input topics due to legal requirements, they will hear the topic and council may:
  - Have the item placed on a future agenda for action, or
  - Refer the item to a Board, Commission or Committee; or
  - Refer the item to staff for study or conclusion

#### **Public Hearings: Additional Information**

The format of a public hearing will vary depending upon whether the item before the City Council is a matter of “*general application*” (i.e. adoption of an annual budget or budget amendment; certain ordinances) or an “*individual proceeding*” (i.e. zoning map amendment, vacating streets, nuisance abatement, approving resolution of necessity). If the item before the Council is one of general application, the presiding officer will ask all persons who want to speak on the item to come forward at that time. If the item is an individual proceeding, the presiding officer will ask those in favor of the proposition to speak first, (proponents) and those against, (opponents) to speak second.

Once a matter has been the subject of a public hearing, persons will not be allowed to address the Council on the matter at a subsequent Council meeting, or at a subsequent informal session devoted to hearing from citizens. Citizens may respond to questions or inquiries for information from Council members or the Mayor after the close of a public hearing.



## Request to Address Jesup City Council

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Public Hearing Agenda Item # \_\_\_\_\_

Other Agenda Item # \_\_\_\_\_

\_\_\_\_ I wish to speak IN FAVOR of this item.

\_\_\_\_ I wish to speak IN OPPOSITION to this item.

\_\_\_\_ I wish to speak NEUTRAL to this item.

\_\_\_\_ I do not wish to speak; however, please record my \_\_\_\_SUPPORT\_\_\_\_OPPOSITION \_\_\_\_ NEUTRAL

Citizen Input: This item is available for citizens to speak on any subject; however, no action, by law, may be taken on the topic.

Topic of Discussion:

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