



CITY OF GERALD

106 E. Fitzgerald • PO Box 59
Gerald, MO 63037-0059

INSTRUCTIONS FOR PUBLIC AGENDA REQUEST FORM

The City of Gerald Council meets on the second Thursday of each month at 6:30 p.m. in the City Council Chambers, which is located at 106 E. Fitzgerald Ave. All meetings are open to the public.

Members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the City Clerk prior to twelve noon on the Tuesday preceding the council meeting. This can be done in person, regular mail, fax or e-mail. The request forms are located in the City Clerk's office and on the City's website www.geraldmo.com. If the request is received by mail, fax or e-mail the City Clerk will confirm with the individual that the request was received and notify them of the date of the Council Meeting, in which they will be scheduled.

- Requests to appear will be placed on a "first-come, first-served" basis.
- This Scheduled Visitor portion of the meeting is limited thirty (30) minutes total, and limited to five (5) minutes for each presentation with a maximum of fifteen (15) minutes for redress by the Board of Alderman.
- This request should state the name of the individual(s) desiring to be heard and the matter to be presented.
- No other person, other than the members of the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without the permission of the mayor.
- The mayor has the power to terminate any discussion when it becomes redundant, repetitious or not relevant to the topic.
- In case of any disturbance or disorderly conduct, the mayor shall have the power to require the council chamber to be cleared, if necessary.

Proposed procedure presented at the March 14, 2002 regular meeting of the Board of Alderman, by Alderman Adams. Motion made by Alderman O'Brien and seconded by Alderman Schulte to accept procedure. Upon voice vote all four aldermen voted, "aye". Procedure to be enforced at any future meeting at discretion of the mayor.

Amended at the September 14, 2006 regular meeting of the Board of Aldermen.



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AGENDA REQUEST FORM / SCHEDULED VISITOR

Date: _____

Date of Meeting requested: _____

Name: _____

Address: _____ Zip: _____

Phone Number: _____

E-mail Address: _____

Item request will be for:

Information only

Discussion/Action

Public Hearing

Other: _____

Brief description of topic to be discussed:

Please attach one original of any documents pertaining to the topic –

Signature: _____

Please return to: Be Ahring, City Clerk
City of Gerald
P.O. Box 59
Gerald MO 63037

www.geraldmo.com • cityclerk@geraldmo.com
T: 573-764-3340 • F: 573-764-2987