



NORFOLK

FORMAT FOR CITY COUNCIL MEETINGS

THE COUNCIL GENERALLY CONDUCTS MEETINGS IN THE FOLLOWING ORDER:

1. Ceremonial Matters
2. Public Comment for Consent and Regular Agenda Items
3. Public Hearings
4. Council Votes on Consent and Regular Agenda Items
5. New Business (Citizens will have the opportunity to address council at the first meeting of the month)

Matters are considered by the Council in the order listed on the agenda but, may be altered at any time without prior notice when Council considers it in the public interest to do so. Matters on the Consent Agenda are routine and are adopted by one motion without separate discussion, followed by the Regular Agenda. Public Hearings will be voted on separately.

GUIDELINES FOR CITIZEN PARTICIPATION:

1. If an individual wishes to address the Council concerning an agenda item (consent, regular or public hearing) you need to register to speak with the City Clerk by 3:00 p.m., the day of the meeting. New Business will occur at the first meeting of each month.

Register your name, address, and subject (agenda item or new business.) You must check in with the Clerk 10 minutes before the meeting begins.

2. To contact the Clerk's office and register to speak, please email ccouncil@norfolk.gov or call 757-664-4253.
3. Speakers are permitted 3 minutes in total for all consent and regular agenda items. Public Hearing items on the agenda are discussed separately and speakers are permitted 3 minutes. Speakers are asked to limit remarks to the subject under discussion. Following the business meeting, speakers will have an opportunity to address the council on new business matters at the first meeting of the month. (The presiding officer may discontinue presentations if it is believed a topic has been sufficiently addressed.)

WHEN YOUR NAME IS CALLED:

1. Come forward to the speaker's podium.
2. State your name and address.
3. State your position and give facts and other data.
4. If you represent a group, ask others who support you to rise and be recognized.
5. Written statements and other supportive material should be given to the City Clerk.
6. The aggregate amount of time devoted to a particular agenda item may be limited.

OTHER RULES OF DECORUM INCLUDE:

1. Signs, placards, posters or like material are not permitted in the City Council Chamber, adjoining areas or city offices.
2. Remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter or leave the meeting.
3. The presiding officer may prevent or discontinue comments from any speaker if his comments are: repetitious; cumulative; profane; vulgar; obscene; threatening; or amount to a personal attack.
4. The presiding officer may order the removal of any person from the meeting for disobeying a lawful order to refrain from or cease from addressing the council.
5. Turn off or deactivate the sound from all cell phones, pagers, or other electronic communication devices.

For a complete list of Council's Rules and Regulations please ask for a copy of Council Ordinance #49,864 from the Clerk's Office located at Room 1006.