

# CITY COUNCIL SPEAKER REGISTRATION FORM

**PLEASE PRINT:**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(If speaking for an Organization):**

**NAME OF ORGANIZATION:** \_\_\_\_\_

**SPEAKERS OFFICIAL CAPACITY:** \_\_\_\_\_

**SUBJECT: (PLEASE BE SPECIFIC)**

\_\_\_\_\_  
\_\_\_\_\_

**NOTE TO SPEAKERS:**

You will be allowed a maximum of **five(5) minutes** to present your address to City Council. It is requested that speakers speak in as **loud** a voice as possible, so that not only the Council, but also the Clerk, who must take the record, can hear what is being said. No one addressing Council will be able to transfer their time allotted for addressing Council to anyone else.

The Chairperson will call your name from your completed sheet. You must **complete this form and submit it to the Clerk prior to the start of the meeting** for the Chair to recognize your appearance.

**WHEN SPEAKING, TALK DIRECTLY INTO THE MICROPHONE AND ADDRESS THE CHAIR AT ALL TIMES, AND MAINTAIN THE PROPER DECORUM.**

Council will address the issue **after** you have made your address. Your cooperation will assist your address being recorded properly. If you have written notes available on your address, kindly supply the City Clerk with a copy.

## CITY OF WILKES-BARRE, PENNSYLVANIA

### **A CITY COUNCIL MEETING IS....**

the process of making and amending laws, developing policy and making decisions for governing your City by citizens who have been selected by you.

The City Council generally meets on the second and fourth Thursday of each month at 6:00 p.m. Exceptions occur and adjustments are made for just cause (i.e. holidays etc.). All are welcome to attend.

### **THE COUNCIL....**

There are five (5) Council members. Each is selected by district. Each represents their district and the City as a whole.

At their first meeting each January, the Council members elect one of their members to be the Chairperson. He/she is the presiding officer of the Council.

### **The Council:**

1. Adopts and amends City laws.
2. Determines City policies and standards.
3. Determines how much money shall be spent and for what purpose.
4. Determines what City taxes shall be levied,
5. Approves contracts and agreements.
6. Represents the City.

### **THE AGENDA....**

The Council follows a regular order of business in the conduct of its meeting. The agenda is prepared in advance and subjects on it usually have been investigated by the Mayor or a department, so that the Council can have all available facts. Copies of the agenda are available in the rear of City Council Chambers.

### **COUNCIL ACTION....**

Business presented to the Council is disposed of by one of the following actions:

#### ***ORDINANCES...***

An Ordinance or amendment to an ordinance is a "Legislative Act" and requires two readings at separate Council meetings, after which ten (10) days later, it becomes a law. An Ordinance is the most binding and permanent type of Council action and may be repealed or changed only by a subsequent ordinance.

#### ***RESOLUTIONS...***

A resolution may be passed expressing the policy of the Council or directing certain types of administrative actions. It requires only one reading and may easily be changed by a subsequent resolution.

#### ***MOTIONS...***

A motion is ordinarily used to indicate majority approval of a procedural action, such as to approve a report or recommendation. It may also be used to authorize administrative officials to take certain actions. A motion usually authorizes the disposition of items of business on the agenda.

#### ***REFERRAL...***

When the Council is not prepared to take definite action or when further study is needed the Council may refer the matter to the Mayor or the City Attorney or to an Administrative Official for investigations, study and later report.

Three members of the Council constitute a quorum and may conduct City business. Ordinances require three affirmative voices to pass.

Resolutions require a majority of Council or a majority of a quorum of City Council to pass.

