GUIDELINES FOR PUBLIC PRESENTATIONS TO CITY COUNCIL

Public participation in our democratic process is a privilege and responsibility that is welcomed and appreciated. City Council has established guidelines that presenters are asked to abide by. These guidelines are condensed from the **Council Meeting Procedures By-Law #2672/11** (available on the City of Camrose website www.camrose.ca).

ALL PRESENTERS ARE REQUESTED TO REVIEW AND ABIDE BY THESE GUIDELINES:

1. City Council has the authority to rule on any aspect of a public presentation.

2. The Mayor is the Chair of the meeting and shall preside over the conduct of the meeting, including the preservation of good order, decorum and points of order and precedence.

3. All requests to make a presentation to Council shall be made to City Administration (admin@camrose.ca or (780) 672-4426) in advance (minimum 4 clear days before the meeting) and Council or the Mayor may grant permission to the request).

4. Presenters shall provide details of the subject matter of the presentation and may be asked to provide a copy of any presentation materials.

5. Information presented by the presenter(s) will only relate to the subject matter of the presentation.

6. **Certain topics cannot be commented on in a public meeting. These include legal matters, confidential or personnel matters.**

7. All presentations shall be limited to **less than 15 minutes**, unless Council agrees to extend the time.

8. Public in the gallery may or may not be allowed to comment – if they wish to comment they are asked to raise their hand so they can be recognized by the Mayor. If the Mayor allows comments, the person will be asked to come up to the microphone, state their name and address and make their comment. Comments will not be tolerated when they are called out from the gallery.

9. Once a view point has been registered by the presenter(s), continued debate may or may not be allowed by the Mayor.

Thank you for your cooperation.

If you would like additional information, please contact Legislative Services at (780) 672-4426.