



PROCESS TO BE PLACED ON CITY COUNCIL AGENDA OR PUBLIC MEETINGS

WORK SESSIONS - 2nd Tuesday of each month at 4:00pm (City of Clayton Courtroom)

Work sessions provide council members the opportunity to meet publicly among themselves, with staff and to hear citizens complex issues, discuss solutions and alternatives, give direction to staff, finalize agenda for regular meeting, and/or create consent agendas. City Clerk must be notified before 4:00 pm, Thursday prior to Tuesday’s Work Session.

REGULAR MEETINGS - 3rd Tuesday of each month at 4:00 pm (City of Clayton Courtroom)

Regular meetings are official meetings held to consider municipal business, make policy decisions, approve contracts, establish budgets, and enact ordinances or resolutions. (Action taken)

Georgia law requires that virtually all council meetings be open to the public, but the law does not require that members of the public be allowed to speak. Nonetheless, Clayton City recognizes the importance and the value citizen input. Participation by residents in government and public life strengthens democracy and governance at the local level, resulting in a more informed and inclusive community. Clayton City has established the processes below to balance the desire for public participation with the council’s legitimate need to proceed with its regular business in an orderly and expedient fashion.

I. Citizen Participation in Work Session and in Regular Meetings

The presiding officer of the meeting will allocate a maximum of three (5) minutes per citizen to address the council on a topic of importance to them. Each speaker will be timed, and the time frame will be enforced unless the presiding officer extends the time. All communications must be in a coherent and civil manner. The council has no obligation to respond to citizen input or questions.

II. Citizen Participation on the agenda for the work session or the Regular meeting

All requests to be placed on the Council agenda must be submitted **IN DOCUMENT FORM** no later than the Thursday prior to the meeting the following week. Please provide the information listed below and your request will be processed.

Date Request submitted:	Date to be on Work Session Agenda
To whom was request submitted too?	Do you have documents for council review?
First Name:	
Last Name	
Primary Phone:	Hand deliver or send this form and other documents by email to the City Clerk. cityclerk@cityofclaytonga.gov
Secondary Phone:	
Email:	

WHAT QUESTION DO YOU HAVE FOR THE COUNCIL MEMBERS?

You will be contacted no later than the Monday prior to the Tuesday meeting as to the City’s decision per your request. If you are granted the right to be on the agenda, you will be restricted to a five (5) minute time frame. (Mayor will have the authority to extend time if needed)