

City Clerk Notes for Mock Council

Section A - Interested Citizens or Organizations Who Wish to Speak

City Clerk completes this portion and has it ready to give to the mayor in Part 4 of the meeting.

When the Mayor receives this - he/she says:

"Will the following people please proceed to the podium to speak...."

First set of names

If time allows, the Mayor will call this second set of speakers by saying::

"Will the following people please proceed to the podium to speak...."

Second set of names



Section B - Welcoming Special Visitors to the Council Meeting

City Clerk completes this portion and has it ready to give the mayor in Part 5 of the meeting.

Name of School _____ Name of Teacher _____ Ward _____

When the Mayor receives this - he/she says: "I would like to stop for a moment and recognize a special group who has joined us today. We have Mr/Mrs/Ms _____'s class from _____ School which is in Ward _____. On behalf of Council I would like to welcome the students, their teacher and the parent volunteers to City Hall. Please stand"

The guests stand and Council applauds.



Section C - Recording Chart for Vote

The City Clerk keeps this paper to record the votes for Part 7 and 8. .

FOR	OPPOSED TO

The Mayor announces the results:

"There were ____ votes for and ____ votes opposed to this motion."

****The City Clerk checks his/her numbers and agrees by saying: "I concur"

OR disagrees with the Mayors numbers and says: "We require a revote." Revote if necessary.