

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 – they say:

“Will the following people please proceed to the podium to speak”

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....”



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 – they say: “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 the Council, I would like to welcome the students, their teacher and the parent volunteers to City Hall. Please stand.”

The guests stand and the 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 their numbers and agrees by saying: “I concur”
OR disagrees with the Mayors numbers and says: “We require a revote.” Revote if necessary.