



CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

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www.donaldoregon.gov

The Mayor's Ground Rules

I. Citizens in attendance are addressed under Citizen Concerns

- a. To address the Council, fill out a "Speaker Card". Give the card to the City Manager for proper recording into the City's records. The City Manager uses the cards to introduce citizens and their comment to the Council.
- b. Citizens are given a three minute time limit max to speak and 15 seconds to conclude; time is monitored by the City Manager.
- c. Be brief and to the point.
- d. Hold any additional comments for future meeting(s) with respect to other citizens whom would like to speak and in the spirit of keeping the meeting moving. Written comments can be submitted anytime to City Hall or on the City's website using the City Feedback Form.

II. City Councilors

- a. Come prepared, meaning you have read your packets and have your notes/thoughts organized prior.
- b. Raise your hand to be recognized by Mayor. You will be recognized in the order that your hands were raised.
- c. Be brief, to the point and stay on topic.
- d. A break in the meeting requires two or more votes from the Councilors.
- e. You are encouraged to attend a Planning Commission meeting and have a tour of the Public Work's facilities.

III. Mayor

- a. Promote friendly environment.
- b. Keep issues moving, be brief.
- c. Responsible for maintaining control of the meeting.
- d. Not setting time limits on our meeting. When we conclude our meeting, we adjourn.