

Town of Snowflake, Arizona

Attending a Council Meeting

INTRODUCTION

Welcome to your Town Council meeting! This information sheet is provided by your Town Council to assist you in gaining an understanding of your community's government, to explain to you the parliamentary procedures utilized during Council meetings, and to emphasize the value of your participation as a citizen in Council meetings.

TOWN GOVERNMENT

The Town uses a voter-approved charter with a Council-Manager form of government. The Mayor is the presiding officer of the Council. The Mayor is an elected official who serves a two-year term. The seven member Town Council is composed of the Mayor who is selected by the Council, and the Vice-Mayor who is elected by the Mayor and other Council members. The members of the Council serve a four year term. The Town Council, as the local legislative body, adopts ordinances and policy which direct the Town government. The Council appoints members to all boards and commissions. The Town Manager, who is appointed by the Town Council, is responsible for the overall operation and supervision of the government functions within the policy directives of the Town Council. The Town Manager, as the administrative head of the Town government, is responsible for the appointment and dismissal of all employees, except for the Magistrate and Town Attorney. He also presents the annual budget to implement Council policy addressing community needs, including long range goals and the Capital Improvements Program, and is responsible for the administration of the budget after adoption.

THE COUNCIL MEETINGS

Council Meetings are held at 7:00PM on the second and fourth Tuesday of each month, at Town Hall, 81 W. 1st South. On occasion, special Council Meetings may be held. Prior to each Council meeting an agenda of the meeting is prepared. The agenda provides a procedural framework for the Council meetings, organizing in a logical manner the items that are scheduled for discussion. Agendas for each regular Council meeting are available at Town Hall on the Friday prior to Council meeting or may be obtained at Council meetings. The agenda is posted outside Town Hall, the Post Office, and Public Library for public viewing to comply with the Arizona Open Meeting Law Act.

THE ORDER OF BUSINESS

The Order of Business at Council meetings follows the outline of the Agenda.

- (1) CALL TO ORDER/ROLL CALL
- (2) PRAYER/PLEDGE OF ALLEGIANCE
- (3) APPROVAL OF MINUTES
- (4) CALL TO PUBLIC
- (5) REPORT BY MAYOR AND COUNCIL
- (6) MANAGER'S REPORT
- (7) BUSINESS
- (8) ADJOURNMENT

THE ROLE OF THE MAYOR, COUNCIL MEMBERS, TOWN MANAGER, TOWN CLERK, TOWN EMPLOYEES, AND THE PUBLIC AT COUNCIL MEETINGS

The Mayor serves as the presiding officer of Council meetings. He calls the meeting to order and conducts the meeting in an orderly parliamentary manner. The Mayor votes on ordinances, resolutions, and other matters brought before the Council. The Town Council, as the governing body of the Town, is responsible for fair consideration of matters brought to its attention by the public, the Mayor, fellow Council members, the Town Manager, and staff. The Town Manager provides information to be considered by the Council in its decision making. He also recommends and advises the Council on Policy matters. The Town Clerk records the minutes of the meeting and maintains the files and records on Council's actions. The Town Attorney provides legal advice to the Council and serves as Parliamentarian. Other Town employees participate in Council meetings when their testimony might be helpful to the Council in making decisions.

CITIZEN PARTICIPATION

Citizen participation in Council meetings is invited and encouraged by the Town Council. The general public is welcomed at all Council meetings, and any person may speak on matters on the agenda or any other appropriate subjects. However, in order to assure fair consideration of each item and of all the viewpoints to be presented, certain general rules must be followed.

- 1) At each point in the meeting when it is appropriate for citizens to speak, the Mayor will so indicate. Each citizen wishing to speak should raise his/her hand and will be recognized by the Mayor.
- 2) Before you begin to speak, identify yourself by clearly stating your name and address.
- 3) When you address the Council, speak clearly. Make an attempt to present your views factually and concisely in 3 minutes or less. In making decisions, the Council will consider all viewpoints, so remember that other citizens may also wish to be heard.

CONCLUSION

Thank you for your attendance. We hope you found your visit to the Town Council meeting of the Town of Snowflake worthwhile and informative. Please attend as often as you like. Further information about any aspect of your Town government may be obtained by calling Town Hall at (928) 536-7103.

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