

City Council Virtual Meeting Script

Script for the Mayor or Presiding Officer

(Note: Underlined text indicates text that should be read by the Mayor or City Clerk.)

1. Call to Order – Roll Call

Mayor: It is {TIME}, and I call this meeting to order. This is a regularly scheduled meeting of the {CITY NAME} City Council, and is being held via conference call pursuant to Minnesota Statutes 13D.021 in response to the COVID-19 emergency. Let me please remind those who are on the conference call line, please mute your phones until you are asked to speak. Also, please identify yourself before you speak.

As required by the statute, all votes will be conducted by roll call so each member's vote on each issue can be identified and recorded. Also, if at any time a Council Member is not able to hear the discussion or one another, please interrupt me immediately to indicate so. Also, just a reminder to state your name before you speak so you are easily identified.

The public will be allowed to speak during the designated public hearings. You will be asked to state your name and address before you make your comments. The public is not allowed to speak during other agenda items unless you have a request before the Council and the Mayor has given you permission to speak.

{Other Mayor's comments}

I will now ask the City Clerk to take the Roll Call. Members of the City Council who are either present in the Council Chambers or participating by conference call, please indicate your presence by stating "here" as the City Clerk calls your name.

City Clerk: (Read the list of names)

2. Public Hearings

Mayor: For each public hearing, staff will make a short presentation, and then I will ask if anyone from the public wishes to speak to the matter. You must clearly state your name and address, and you will be given up to 3 minutes to make your testimony. I will call three times for public comments. Once the hearing is closed, the public may not participate in any discussion by the City Council.

Council: If you wish to make a motion, state the following: “I, (Name), move to approve the (attached resolution/proposed ordinance/request.” To second the motion, state: “I, (Name), second the motion.”

3. Petitions, Requests, Communications

Mayor: Reminder that the public is not allowed to speak during these agenda items unless you have a request before the Council and I have given you permission to speak. Also a reminder to the Council that a roll call vote will be taken on each motion.

4. Unfinished Business

5. New Business

6. Reports of Committees

7. Council Concerns

8. Consent Agenda

9. Adjournment