

City of Clarkston

Regular Council and Work Session Meeting Policy

The Mayor and City Council wish to encourage citizen participation in all meetings; the business of the City of Clarkston is your business. It is important to understand the purpose of each meeting and how citizens can most effectively interact with their local government and elected officials. To that end, the following policy has been adopted:

Work Session Meetings

1. Work Sessions will be held on the first Tuesday of each month prior to the Regular Council meeting at 5:00 p.m. at City Hall. The Deadline for Work Session Agendas will be Noon on the Tuesday two weeks prior to the next meeting.
2. Once set, the Work Session agendas are sent to the Mayor and Council members on the Friday before the first Tuesday of the month.
3. Work Session agendas will be posted on the City of Clarkston website, or any additional websites regularly visited by citizens, by Friday prior to the meeting.
4. During the Work Session, all interested parties are encouraged to ask questions or comment on any agenda item which is of interest to them. This opportunity will be provided after each agenda item but only after the Mayor and council have had the opportunity ask questions. The question or comments must reference agenda items only. Each citizen will be allowed 3 minutes for questions or comments at the discretion of the Chair. Citizens may be asked to conclude their question or comments in a reasonable time period if they exceed the 3 minute limit.
5. Public comments pertaining to agenda items only at the work sessions will give residents ample opportunity to let the Mayor and Council know any concerns or show support for an agenda item. The additional information gained as a result of this public discourse, may aid the City Council in making decisions on the specific agenda items under consideration.
6. General comments regarding City operations should be brought to the attention of staff, the Mayor or Council members throughout the month but will not be allowed during the Work Session. Citizens will be able to make general comments regarding policy or administrative issues during the public comment portion of the Regular Meeting.
7. Citizens wishing to add an agenda item for consideration at the Work Session may do so by contacting any Council member. The Council member will determine whether the item will be placed on the Work Session agenda or turned over to staff for resolution.

Regular Meetings

1. The Regular City Council meeting will be held on the first Tuesday of each month at 7:30 p.m. at City Hall. Official action is taken by the Council on agenda items at this time.

The agenda for the Regular City Council meeting will consist of those action items which previously appeared on the Work Session agenda. Additional agenda items may be added, provided that any additional item or items may only be added by the majority vote of the Council.

2. The Regular Meeting agenda will be posted on the City of Clarkston website, or any additional websites regularly visited by citizens, the Friday before the first Tuesday of the month.

Public comments will be allowed at the beginning of the Regular Meeting, prior to the first Agenda item. Public comments may pertain to a specific agenda item or may be of a general nature. Strict rules of proper decorum are expected to be observed at all time. In respect of time, public comments may be limited to three (3) minutes with an overall limit of 15 minutes for Public Comment.

Council Minutes

1. An official record of the vote and decisions made during each Regular or Special Called City Council meeting will be considered for approval by the City Council at the next Regular meeting. A copy of the approved minutes will be available on the day immediately following the Regular Meeting in which the minutes were approved.
2. The approved minutes will be available on the City of Clarkston web site.

Special Called Meetings

1. If other meetings or public hearings are called by the Council, notice of the date, time and location will be sent to the press and a notice placed on the doors of the City Hall. The notice will also be placed on the City of Clarkston website.