

Understanding Your Roll in the Process...

This brochure was prepared to help you understand and participate in Hazelwood's decision-making process.

It describes the types of City Council meetings, City Council actions and opportunities available to the public to address the City Council at meetings.

City Council agendas are available by 4:30 p.m. on the Friday prior to the meeting from the City Clerk's office or online.

Current agendas and approved minutes are available at www.hazelwoodmo.org.

Welcome to your



City Council Meeting

Hazelwood

415 Elm Grove Lane
Hazelwood, MO 63042
(314) 839-3700
www.hazelwoodmo.org

City Council Meetings

Notices of all City Council meetings are posted on the bulletin board in the vestibule at City Hall and are distributed to the newspapers.

Regular City Council Meetings are held at 7:30 p.m. on the first and third Wednesdays of the month in the Council Chambers at City Hall.

Closed Sessions are held only under limited circumstances as provided by state law and are not open to the public.

Special City Council Meetings are held as needed with at least 24 hours notice to the public.

Work Sessions provide an opportunity for the Council to receive information in an informal atmosphere from staff on specific items. Formal action is never taken at Work Sessions. They are scheduled as needed and the public is welcomed to attend.

Public Participation

The City Council welcomes and encourages your participation at their meetings. The public may address the Council on items not on the agenda during *Citizens Hearings and Presentations of Petitions* at the beginning of the meeting. The public comment period is limited to a total of 15 minutes, which may be increased at the discretion of the Chair or by motion approved by a majority of the members of the Council. Comments regarding items for which Public Hearings are scheduled

will be taken during the Public Hearing for that issue. It may not be possible to recognize all those wishing to speak during the public comment period. Comments can be submitted in writing to the City Clerk who will distribute them to the Council. If there is an issue that many citizens wish to comment upon, you may choose a spokesperson to address the Council. It may not be possible to address all items at a Council meeting. Those cases will be assigned to the appropriate staff member to respond to the inquirer.

Approach the podium and sign the speakers' record form. Speak clearly into the microphone, stating your name and address for the record.

If you need special accommodations to attend a Hazelwood City Council meeting, call 513-5023 two days prior to the meeting.

Agenda Items

Consent Agenda matters are considered by the Council to be routine and are acted upon in a single motion with the adoption of the Consent Agenda. There is no separate discussion of these items unless a Council member removes the item from the Consent Agenda.

Public Hearings are held on matters required by law or ordinance. Persons who wish to speak at public hearings will be heard after the petitioner has made his presentation and the Council has been given an opportunity to question the petitioner. Questions from the public must be addressed to the Chair and dialogue between the petitioner and the public is not allowed.

Consideration Items require Council discussion and/or action. City Council members discuss these items and may receive input from staff before action is taken.

City Council Actions

Ordinances are laws adopted by the City Council at public meetings which amend the City Code, modify zoning designations, authorize staff to enter into contracts or other similar actions. Ordinances are introduced at an initial meeting and considered for passage at a future meeting, usually the next scheduled Council meeting. Ordinances require an affirmative vote of five Council members for passage and are usually effective upon passage.

Under certain circumstances the Council may pass an emergency Ordinance in one meeting. This requires an affirmative vote of six Council members for passage.

Resolutions establish Council policy or direct certain types of administrative action. They require a majority vote and are usually effective upon adoption. Resolutions require only one reading.

Proclamations are ceremonial documents recognizing persons or significant events. They require a majority vote for adoption.

Policy approval, establishing procedures or providing direction to staff simply requires a motion and approval by a majority of the Council members present.

For additional information on City Council meetings, contact the City Clerk's office by email at CityClerk@hazelwoodmo.org or by phone 314-513-5020. The Hazelwood City Code, as well as information regarding other departments, is available online.