

Procedure for being placed on the Torrey Town Agenda.

Each person wanting to be on the Torrey Town Agenda must:

1. Call the town office at least one week in advance of the town meeting and ask to be placed on the agenda.
2. The nature of their business must be written and mailed/or brought into the town office.
3. Any information that a person feels is necessary for the town council to know ahead of time must be brought into the office and it will be given to the council members. Any information, documents, statements should be copied and given to the council members that night if pertinent to the nature of the business.

The mayor will determine if the business will be placed on the agenda as an item or if falls in the section of Citizen input/concerns.

Conduct:

Manner of addressing the city council: Each person addressing the city council shall state their name and address of residence in an audible tone for the record. All remarks shall be addressed to the Council as a body and not to any specific member(s),

Questions from Council Members: The Council Members may request clarification or additional input from the staff applicants, or the general public through the Presiding Officer during the scheduled items of the meeting.

Each person has 3 minutes to state his or her concern.

Civility is a must: No name calling, yelling, or unruly conduct will be allowed
Anyone who becomes out of order will be asked to leave.

If the issue at hand can be solved by the council at the meeting, it will be. If not it will be taken under advisement and dealt with at a later time so as not to extend the meeting and further prevent others from expressing their concerns.