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**Greenville City Council**  
**Citizen Participation Policy and Procedures**

**Meetings to Be Public**

In compliance with the Open Meetings Act, all meetings are open to the public. The public may participate in the meetings in the following prescribed fashion.

Meetings are held at the Municipal Building, 404 S. Third Street, Greenville, Illinois.

**Citizens Addressing the Council**

Since the City of Greenville operates under a council-manager form of government, it is to be expected that any person will first address matters of concern to the city manager, prior to the meeting.

In an effort to conduct Greenville city council meetings in an orderly and organized fashion, input and comments from individuals not associated with or related to items on the agenda will be limited to five minutes. Input and comments regarding non-agenda items will be received following the Pledge of Allegiance.

Exceptions to the council meeting Citizen Participation Policy may be granted at the discretion of the Chair. These exceptions shall only be based upon unusual circumstances.

Any person making personal, disrespectful, or slanderous remarks, or becoming boisterous while addressing the council will be requested to leave the meeting immediately.

Each person addressing the council will give his or her name and address in an audible voice for the record. All remarks will be addressed to the members, as a body, and not to any specific member.

Items for the agenda should be submitted to the city manager or mayor by noon on the Thursday preceding the city council meeting. As per statute, the mayor will establish the agenda.

**Sergeant at Arms**

The chief of police, or his designee, shall be sergeant at arms of the council meetings. He, or they, shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meetings.

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