



GUIDELINES FOR ADDRESSING CHESTER CITY COUNCIL IN VIRTUAL MEETINGS

Citizens Forum:

- Deadline to speak in Citizens Forum will be 5:00 pm on the day of the meeting.
- Request must be made to Clerk to Council, Sylvia Young, at syoung@chester.sc.gov
- Must state name and address.
- Instructions to log into Zoom will be emailed upon request to speak.
- Each citizen will be limited to two (2) minutes.

Petitioners: (A maximum of five petitioners will be allowed per meeting.)

- Must be placed on the agenda prior to noon on the Thursday before the Council Meeting on Monday
- Request must be made to Clerk to Council, Sylvia Young, at syoung@chester.sc.gov
- Must state name and address.
- Instructions to log into Zoom will be emailed upon request to speak.
- Each petitioner will be limited to three (3) minutes.

Public Hearings:

- Must log into Zoom at the meeting and request to speak by clicking on the “Raise Hand” button.
- Must state name and address.
- Each speaker will be limited to a three-minute presentation.

When introduced, Please:

- Speak loudly and clearly making sure that the microphone is not obstructed.
- DO NOT address the audience - direct all comments to Council.
- Allow Council the opportunity to ask questions when finished.

Anyone addressing Council will be called out of order if you:

- Use profanity.
- Stray from the subject.
- Make comments personally attacking an individual member of Council.
- Exceed the time limit.
- Speak from the audience when not on the agenda.
- Make threats or derogatory remarks toward individuals.