



**OFFICE OF THE CITY
COUNCIL**

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July 25, 2022

MEMORANDUM

TO: City Council Members and Staff

FR: Council President Terrance Freeman
Jacksonville City Council

RE: 2022-2023 Presentation Guidelines

As Council President for the 2022-2023 Council year, I am hereby setting the following guidelines for Presentation Requests and Rules of Decorum for Presentations.

Presentation Requests. Council Rule 4.301 limits the presentations at Council to two per Council Meeting. In order to afford all Council Members an opportunity to recognize, people, events, days organizations, the process for scheduling will be as follows:

1. From August 9 through December 13, 2022, each Council seat will be allotted 1 presentation to be coordinate through Legislative Services with the approval of the Council President.
2. From January 10 through June 27, 2023, each Council seat will be allotted 1 presentation to be coordinate through Legislative Services with the approval of the Council President.
3. Legislative Services will schedule accordingly.

Please forward your request to the Council President with a copy to Legislative Services who will confirm calendaring, approval of the Council President and coordinate with the Council Member's office.

Rules of Decorum for Presentations. In an effort to ensure the Council has the ability to address agenda items in an efficient manner, as Council President, I am setting the following guidelines for the presentations during the meeting:

1. The Sponsor presenting the framed resolution will be given 5 minutes to speak.
2. One designated person from the group being honored will be given 3 minutes to speak.

cc: Council Members and Staff
Margaret "Peggy" Sidman, Director/Council Secretary
Merriane Lahmeur, Chief, Legislative Services Division
Yvonne Mitchell, Chief, Administrative Services Division
Jeff Clements, Chief, Research Division
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