



## Welcome to the Town of Camp Verde Council Meeting

The Mayor and Council thank you for your interest in local issues and in the Town of Camp Verde government. If you have questions about how or when Council conducts meetings, please contact the Clerk's Office at 567-6631, ext 105 or 107, or visit our website at [www.cvaz.org](http://www.cvaz.org). The following information is a brief description of meeting procedures and your ability to participate.

### ■ Speaking at a Public Meeting

Anyone may address the Council. There are two opportunities during the meeting, one near the beginning and the other near the end, to discuss issues that are not on the agenda. In addition, items that are not administrative in nature are usually open for public input. (Administrative items are actions that must be taken and often include intergovernmental agreements for services, contracts, some payments, etc. These matters are most often placed on the Consent Agenda. Consent Agenda items are not normally open for public input.)

Section 2-3-7.E of the Town Code requires the following:

1. All remarks shall be addressed to the Council as a whole, and not to any specific Council member or staff member;
2. Remarks are limited to no more than three (3) minutes.
3. No person other than the individual speaking shall enter into the discussion.

The law prohibits Council from responding to or discussing items that are not specifically listed on the agenda, other than to ask for clarification, refer the matter to staff, respond to criticism, or to have the matter placed on a future agenda.

### ■ When to Speak

The Mayor or the Chair of the meeting will invite public input at the appropriate time. Each person must step up to the microphone, clearly state your name for the record, and clearly print your name on the sign-in sheet located on the podium. This allows staff to have the correct spelling of your name for the minutes. Please write your phone number on the sign-in sheet if you wish to be contacted about your concerns.

### ■ Proper Meeting Etiquette

- Do not speak out from your seat.
- Do not interrupt other speakers.
- Do not walk around the Council Chambers during the meeting. Do not walk in front of the speakers.
- Refrain from conversing with audience members during the meeting and do not shuffle paper, such as a newspaper, as sounds are picked up through the sound system and carried to the speakers over Council and staff. This interferes with the recording and with Council's ability to hear each other, staff, and the public.
- Do not approach the dais. If you have information to provide to Council, hand your material to the Clerk.
- Place trash in the trash receptacle.

### **When and Where the Council Meets**

Council meets for regular sessions on the first and third Wednesdays of each month at 6:30 p.m. Council hears planning and zoning matters on the fourth Wednesday of each month at 6:30 p.m. Work Sessions are scheduled as needed on the second Wednesday of each month at various times. Special Sessions are scheduled as needed at various dates and times.

Regularly scheduled Council meetings are held in Council Chambers, 473 S. Main, Room 106. Please contact the Clerk's Office at 567-6631, ext 107 if you would like additional information regarding the meeting times or locations.

### **Where to find Agendas & Minutes**

Agendas and notices of all meetings are posted at Town Hall, the Post Office, and on the bulletin board outside the Basha's store next to the deli entrance. In addition, agendas, notices, and minutes are available on our website at [www.cvaz.org](http://www.cvaz.org). Computers with internet access are available at the Camp Verde Library free of charge.

### **How to Contact the Council**

You may contact the Council by calling 567-6631.

Mayor Bob Burnside  
Vice-Mayor Bob Kovacovich  
Councilor Norma Garrison  
Councilor Carol German  
Councilor Jackie Baker  
Councilor Pete Roulette  
Councilor Robin Whatley

You may also reach Council members by email at: [clerksoffice@cvaz.org](mailto:clerksoffice@cvaz.org) Your email will be copied and submitted to all Council members.

### **Executive Sessions**

The Mayor and Council may hold an Executive Session immediately preceding, during and/or after a Council meeting, or at other scheduled times. Executive Sessions are not open to the public. Information about executive sessions and the State's Open Meeting Laws are available in the Clerk's Office. All meetings are conducted in strict compliance with the Arizona Open Meeting Laws.

### **Special Needs Requests**

Persons with a disability may request a reasonable accommodation by contacting the Clerk's Office at 567-6631, ext 105 or 107. Requests should be made at least 24 hours in advance whenever possible to allow sufficient time to arrange the accommodation(s).

### **Questions**

If you have any questions, please contact the Clerk's Office at 567-6631, extension 100, 105 or 107.