

**Public Participation / Board of Public Works Procedures**

Boards of Public Works meetings are normally held on the third Monday of each month in the Council Chambers at Macon City Hall, 106 West Bourke Street, at 4:00 p.m. The BPW does, however, reserve the right to move/reschedule the meetings as needed. All items to be addressed from the public are preferred to be placed on the BPW agenda. The BPW asks that requests to be submitted in writing with the topic to be discussed plainly stated within the written request.

To place an item for discussion on the agenda, please notify the General Manager of Macon Municipal Utilities of your interest. The General Manager’s contact information is located at the bottom of this page. All requests must be submitted prior to 5:00 p.m. on the second Wednesday of each month in order to be considered for placement on the agenda.

Citizens wishing to address the Board of Public Works concerning matters reflected on the agenda of the current meeting are asked to sign-in prior to the start of the meeting. A sign-in sheet is located in the City Council Chambers. Please print or sign your name legibly.

The President will call upon you to speak, using the sign-in sheet. Please wait until you are acknowledged prior to speaking. Each person addressing the BPW shall give his or her name, in an audible tone of voice for the record, and shall limit initial said address to three (3) minutes. Groups are encouraged to select a spokesperson. All remarks shall be addressed to the BPW as a body, and not to any individual member. No person, other than a member of the BPW and the person having the floor shall be permitted to enter into any discussion, unless permission is granted by the President or Presiding Officer.

Any person making personal, impertinent or slanderous remarks while addressing the BPW shall be asked by the President or Presiding Officer to either be seated, cease the address to the BPW, or leave the premises, and the BPW shall move on to the next item of business.

**BOARD OF PUBLIC WORKS MEETING**  
**PUBLIC PARTICIPATION REQUEST FORM**

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Date: \_\_\_\_\_

I request to speak or place an item of business on the agenda of the Board of Public Works, during the next BPW meeting. I understand that I may address those present, but depending on the subject matter further understand that this will not be a question and answer format.

Name: \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This completed public participation sheet must be received by the General Manager of Macon Municipal Utilities for the City Macon, Missouri no later than 5:00 p.m. on the second Wednesday of the month.

**Please submit to:**

**General Manager  
Macon Municipal Utilities  
106 W. Bourke St  
PO Box 569  
Macon, Mo 63552**

**Telephone: (660) 385-3173  
Fax: (660) 385-6554**