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## PURPOSE OF THIS GUIDE

This information was designed to help you understand and participate in the legislative process of your City government. It describes the type of City Council meetings, the actions the Council makes, and opportunities available for the public to address the Council at meetings. City Council meeting agendas are available in the City Clerk's office prior to all public meetings.

## CITY COUNCIL MEETINGS

Notice of all City Council meetings is posted on the bulletin board in the entry way and lobby at City Hall at least 24 hours prior to the meeting. City Council meeting agendas are available in the City Hall and on the City's website prior to the meetings.

- Regular Council Meetings are held on the second and fourth Monday of each month at 6:00 p.m.
- Special Meetings are held when necessary. However, public notice will be posted similarly to the notice for regular meetings.



**City of Lake Geneva**  
**626 Geneva Street**  
**Lake Geneva, WI 53147**  
**(262) 248-3673 • (262) 248-4715**  
**[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)**  
**Office hours:**  
**Monday-Friday 8:30 a.m. – 5:00 p.m.**



## CITIZENS' GUIDE TO LAKE GENEVA CITY COUNCIL

## OPPORTUNITIES FOR PUBLIC PARTICIPATION DURING THE MEETINGS

**Public Hearings** are held on matter required by law or ordinance. Public hearings are opportunities for any individual to speak on the topic while the hearing is open. Once the public hearing is closed, the public will no longer be able to comment on the topic during the meeting. This includes public comment at other meetings.

### **Public Comments From Citizens**

At the City Council meeting, this is the public's opportunity to address the City Council on any item listed on the agenda for the meeting limited to five minutes. When called upon, please state your full name and address and speak so that Council and members of the public are able to hear you.

Any and all materials you wish to present to the City Council should be provided to the City Clerk before the meeting, if possible. The Clerk records the documents for and distributes them to the Council members. If you are unable to present the documents prior to the meeting, please present them to the City Clerk at the time you provide your name and address for the record. If you wish to address the Council on an item not listed on the agenda, the Committee of the Whole is the appropriate meeting to attend and provide comment.

## COUNCIL ACTIONS

- **Ordinances** are laws adopted at public hearings by the City Council which usually amend the Municipal Code or modify zoning designations within the City. Most ordinances require a majority vote.
- **Resolutions** usually establish Council policy or direct certain types of administrative action, but do not affect the Municipal Code or zoning laws. They require a majority vote and are usually effective immediately.
- **Motions** are used to approve policy, establish procedures, or provide direction to the Staff.

## OTHER KEY AGENDA ITEMS

- **Proclamations** are issued by the Mayor usually to recognize the importance of an individual, organization, or event.
- **Commissions, Committees, and Staff Reports** are informational reports presented by Council or Staff that do not involve decisions by the Council.
- **Closed Sessions** are held on a limited basis and only when permitted by State law. Topics discussed may include litigation or personnel matters. These meetings are not open to the public.

