

# Albuquerque Model City Council Curriculum

## Student Roles and Responsibilities The Mock City Council Hearing

Keep in mind the press is always present at public hearings. Don't say anything you wouldn't want to have quoted on TV or in the newspaper. The first rule of order is to be polite.

### **President of the Council:**

If you are assigned to play the role of the president, you will be the chair of the mock City Council meeting. As the president you will:

- Call the meeting to order.
- Ask for all present to stand and lead everyone in the Pledge of Allegiance, facing a flag if there is one.
- Say, "All members of the Council are in attendance" (if they are). Introduce any special guests that are in attendance (city councilors, City Council staff, teachers, parents of students, etc. A list of people to be recognized will be given you.)
- Follow the agenda.
- When it is time for public comment, say, "At this time, we will have comments from the public." Call on speakers one at a time from the list provided you by the recorder. Remind speakers they have only 3 minutes to speak. If they exceed the 3-minute time limit (the recorder will announce this) you may interrupt them and say, "Thank you, Mr. or Ms. X).
- When it is time for council discussion of the curfew bill say, "At this time, we will have a discussion by the council on MC-05-20.
- Ask for a second on all motions that require one.
- Make sure all motions are addressed.
- Administer the vote and announce the vote.
- Adjourn the meeting.
- To prepare, study *Parliamentary Procedure "Cheat Sheet."*

### **Council Members**

- You represent your district. You will present to the council the winning participatory budgeting project proposal from your class (district).
- To prepare, study *Parliamentary Procedure "Cheat Sheet."*
- You should decide, with help of your staff, whether or not you support the curfew ordinance.
- You should prepare a short (3 minutes or less) presentation on the winning Participatory Budgeting Project Proposal from your class.
- At the meeting, you should listen to advocates and opponents, and make a decision to vote for or against the ordinance.
- You can suggest an amendment to the bill, but the amendment must be made in writing to the president. (Your staff can assist.)

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- At any time, you can raise a Point of Order or a Point of Information. When appropriate, you can also make other types of motions, including a motion to bring the question to vote or a motion to postpone discussion.
- You can debate any motions made by other councilors if you do not agree with them.
- You can also ask questions of the public advocates and opponents once they have finished speaking.

### Council Staff

- Prepare your councilor for discussion about the curfew bill.
- You can communicate with your councilor via written notes during the meeting if necessary. You can help the councilor come to a decision about any action on the curfew bill.
- To prepare, study *Parliamentary Procedure "Cheat Sheet"*

### Community Advocates and Opponents of the Curfew Bill

- Your job is to present your opinion before the City Council and urge them to support your position.
- Before the meeting begins, give your name to the recorder, saying you wish to make a comment during the council meeting.
- You will have 3 minutes to speak before the council. Write down what you are going to say.
- If you wish, "community members" supporting your position may make posters and signs to hold up during the meeting to emphasize your message.
- Be respectful.
- Speak loudly, slowly, and clearly.

### Recorder

- Collect the names of people who wish to speak for or against the curfew bill.

### Press (optional)

- Cover the hearing and write a news story about it.