

## **G. Flag Display Policy**

At City Hall and during Council meetings, only the United States and State flags are permitted to be flown. This policy ensures that the display of flags remains consistent and respectful, adhering to national and state standards. The guidelines are as follows:

1. **Flag Placement:** The United States flag and the State flag should be prominently displayed in designated areas of City Hall and at Council meetings. These flags must be maintained in good condition and follow proper flag etiquette.
2. **Prohibition of Other Flags:** The display of any other flags, banners, or symbols is not permitted inside City Hall or during Council meetings. This policy is in place to maintain a neutral and official atmosphere.

## **H. Signage Policy**

Signs are permitted outside of the Council chambers but are restricted from being displayed inside. This policy is implemented to maintain decorum and ensure that the focus remains on the proceedings within the Council chambers. The guidelines are as follows:

1. **External Signs:** Signs may be displayed in designated areas outside of the Council chambers. These signs must not obstruct pathways or cause safety hazards.
2. **Internal Signage Restrictions:** No signs, posters, or banners are allowed inside the Council chambers during meetings. This restriction helps to preserve the formality and focus of Council discussions.

## **I. Agenda Item Request Procedure**

Councilmembers who wish to have an item added to the agenda must follow the procedure outlined below:

1. **Consent Calendar Submission:** Requests for new agenda items must be submitted through the Consent Calendar at a prior meeting. Council members should provide a brief description of the item and its relevance.
2. **Review by Council:** The item will be reviewed and discussed during the Consent Calendar section of the subsequent Council meeting. If there are no objections or further questions, the item will be added to the agenda for the next meeting.
3. **Agenda Confirmation:** The item will be included in the official agenda if approved by the Council. Council members will be notified of its inclusion and prepared for discussion at the scheduled meeting. This procedure ensures that all agenda items are reviewed and approved in an orderly and timely manner.