City of Edmonton - Mock Council Format for City Hall School (revised 2022)

Everyone should know their role for today's Mock Council. Please divide your class
into two groups. Each group should have:

• a Mayor

• several Councillors – one of which will act as the Deputy Mayor

• a City Clerk

• 2 to 4 Interested Citizens or Organizations Who Wish to Speak about the Issue (Community League, School, City Departments, Businesses, Neighbours)

• 2 to 4 Representatives from the Media (radio, TV, newspaper) who will sit in the media area take notes

Your class should have already decided which issue to discuss.

Before the meeting starts, the City Clerk should fill out the Section A and B on his/her paper
   with: 1. The names of the Special Interest Group Representatives (on Section A)
   2. The name of the School, Teacher and Ward (on Section B)

Part 1 - Introduction of the Issue
Mayor:"I call this meeting to Order. The motion on the floor is………": (name your issue)

Part 2 - Opinions of the Councillors
The Mayor starts on his/her far right and in turn invites each Councillor to share his/her
opinion by saying: "Councillor _____, you may have the floor".
That Councillor replies,"Thank you Mayor _____. I think that ………"
Each Councillor ends his/her speech with "Thank you Mayor." Continue until
all Councillors have had a chance to speak.

Part 3 - Passing the Chair to Deputy Mayor
After all the Councillors have shared their opinions, it is time for the Mayor to share his/her
opinion – however first the Mayor must pass control of the meeting over to the Deputy Mayor.
The Mayor says:"Deputy Mayor _____ would you please take over the chair?" The
Deputy Mayor says,"Yes Mayor _____ I will take over, you may have the floor." Then
the Mayor expresses his/her opinion on the issue.
The Deputy Mayor says, "I now return the chair back to you Mayor _____."

Part 4 - Opening the Floor to Interested Citizens or Organizations Who Wish to Speak
City Clerk gives the Mayor Section A of his/her notes.
The Mayor reads that paper and says, "Will the following people please proceed to the podium
to speak………?"(The mayor reads the first set of names).
When they are ready the mayor says: "_____, you may have the floor." The speaker says,
"Thank you Mayor _____, ……" They say their name and who they are representing
before sharing their ideas or questions. When the speaker is done, they say: "Thank you Mayor
_____."

Part 5 - <u>Welcoming the Special Guests to the Council Meeting</u>
The City Clerk gives the Mayor Section B of his/her notes.

The Mayor uses the clerk's note and reads: "I would like to stop for a moment and recognise a special group who have joined us today. We have Mr./Mrs./Ms _____'s class from _____ School which is in Ward ____. On behalf of Council I would like to welcome the students, their teacher and the parent volunteers to City Hall. Please stand."
  The guests stand and the Council applauds * Note-this is the only time that applause is allowed!

Part 6 - <u>Opening the Floor to Debate (Your guide will let you know if there is time for this part.)</u>
The Mayor says, "The floor is now open for debate."
Councillors raise their hands if they wish to share more ideas or questions on the issue. The Mayor selects a Councillor to speak and says, "Councillor _____ you may have the floor." That Councillor says: "Thank you Mayor _____, …."and then shares his/her ideas or questions, and concludes by saying: "Thank you Mayor _____."

Part 7 - <u>Calling a Vote</u>
The Mayor and the Councillors all vote at the same time.
The Mayor calls for a vote by saying: "It is time to call for the vote. The motion before us is….. (restate the issue) All in favour of this motion please raise your hands."

The Mayor counts and records the number FOR the motion on the back of one of his/her pages. The City Clerk also counts and records the number on section C of his/her notes under FOR. Then the Mayor says:"All opposed to this motion please raise your hands." Now the Mayor and City Clerk record the numbers OPPOSED TO the motion.

Part 8 - <u>Results of the Vote</u>
The Mayor announces the results: "There were _ votes for and _ votes opposed to this motion. The City Clerk checks his/her numbers and agrees by saying: "I concur"
OR disagrees with the Mayors numbers and says: "We require a revote." Revote if necessary.

If <u>more votes for</u> the motion, the Mayor says: "The motion has been carried." If more <u>votes opposed to</u> the motion, the Mayor says: The motion has been defeated." If you have an even number on Council and it is a <u>tie</u>, the Mayor says, ""The motion has been defeated."

Part 9 - <u>Adjourning the Meeting</u>
The Mayor ends the meeting by saying: "The meeting is adjourned."

Part 10 – <u>Media "Scrum"</u>
Once the Mayor and Councillors have left their seating area, the media may come forward and interview/ask questions.   2