



# Vicksburg Mississippi

## BOARD OF MAYOR AND ALDERMEN

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### ***POLICIES AND PROCEDURES FOR BOARD MEETINGS***

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The Board of Mayor and Aldermen of the City of Vicksburg welcomes the public to attend all Board meetings. The purpose of this policy is to establish a set of rules to govern the conduct of Board meetings. These policies and procedures are adopted to provide an orderly and systematic manner to conduct business and provide for public participation in the meetings.

A copy of these Policies and Procedures will be posted outside of the Board Meeting Room and around City Hall.

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#### ***Regular Board Meetings***

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The Board meets four (4) times per month on the first and third Mondays of the month and the tenth (10<sup>th</sup>) day and twenty-fifth (25<sup>th</sup>) day of each month if not on a weekend or holiday. If the tenth (10<sup>th</sup>) day or twenty-fifth (25<sup>th</sup>) day falls on a weekend or holiday, then the Board will announce the meeting date and time.

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#### ***Procedure for Agenda Items***

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The Board meetings are designed for the Board to discuss and make informed decisions on various items placed on the agenda.

- Each agenda item is introduced by the Mayor or other presiding officer.
- The Mayor or presiding officer will ask for clarification or explanation of the agenda item from the City of Vicksburg's staff, contractor or presenter.
- The Board will then engage in a discussion, if needed.
- The Mayor or presiding officer will then call for a motion and second.
- The Board will then vote on the item.

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Adopted February 10, 2026

- Members of the public and others in attendance including City employees are not allowed to comment, clap, shout, boo, make any inappropriate gestures and/or engage in disruptive behavior during the presentation of agenda items.
- Members of the public and others in attendance including City employees are prohibited from engaging in private conversations during public meetings.
- The Mayor or presiding officer will be responsible for maintaining order and decorum while agenda items are being presented for consideration.

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***Procedures to be Placed on the Agenda***

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- Any person desiring to appear at a regularly scheduled Board meeting must submit his/her written request to the City Clerk's Office located on the second floor of the City of Vicksburg's City Hall located at 1401 Walnut Street, Vicksburg, Mississippi 39180 no later than five (5) days before the scheduled Board meeting.
- Any written requests submitted less than five (5) days before the scheduled meeting may be postponed to another meeting date to allow additional time for consideration and research of the issue. The written request will be forwarded to the City's Legal Department to ensure that the request does not have to be presented in Executive Session.
- The written request must include the following information:
  - Name, address and phone number of the requestor;
  - Detailed description of the subject matter;
  - Requested meeting date; and
  - Four (4) copies of supporting documentation/material that will be presented at the Board meeting. Originals are not to be provided.

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***Rules of Decorum***

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Anyone approved to address the Board must adhere to the following rules of decorum:

- The speaker will only have three (3) minutes to address the Board members. The City Clerk will notify the speaker when he or she has one (1) minute remaining and once the three (3) minutes have ended. At that time, the speaker will be directed to his/her seat.
- Speak clearly into the microphone at the podium.
- Clearly state his or her name into the microphone so that the City Clerk can record his/her name into the meeting minutes.

- Speak to the Board members as a body and not individually or to the City staff or audience members.
- Any documents shared with the Board must be provided to the City Clerk.
- Must reference the City’s staff by title and/or department.
- Speak in a civil and respectful manner. Refrain from using profanity; language likely to incite violence or outbursts from the audience, language that is disruptive to the orderly process of the meeting; engaging in conversations with individual Board members, making comments of a personal nature regarding others; shouting, yelling, screaming or using profane language.
- Speakers may be directed to meet with designated staff to resolve his/her issue or have his/her questions answered.
- Board members should refrain from engaging in lengthy dialogue with the speaker due to time constraints.
- The speaker will not be allowed to continue addressing the Board members once he or she leaves the podium. The speaker will not be allowed to engage the Board members from his/her seat.
- Disruptions will not be tolerated and may result in person being removed from meeting by Vicksburg Police Department officer.

**SO APPROVED**, this the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

THE MAYOR AND ALDERMEN OF THE  
CITY OF VICKSBURG, MISSISSIPPI

\_\_\_\_\_  
Willis Thompson, Mayor

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Thomas J. Mayfield, Alderman

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Vickie Y. Bailey, Alderwoman

ATTEST:

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Deborah A. Kaiser-Nickson, City Clerk

Adopted February 10, 2026

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