

## Clerks FAQ

### **When are City Council meetings?**

City Council meets on the first and third Tuesday of each month. The times of meetings are as follows: first Tuesday is at noon and the second Tuesday at 5:30 pm. All Council Meetings are held in City Council Chambers located on the first floor in the City/County Building, 1500 Chapline St.

### **What is the procedure to speak before council?**

You may sign up to speak prior to every Council meeting by calling 304-234-6401 or by e-mail City Clerk. Or prior to every City Council meeting there is a sign-up sheet titled “Those Wishing to be Heard” you must provide your name, address, and topic/issue to be discussed. You will be called to podium by Mayor under those wishing to be heard portion of the agenda. You will have up to three minutes to address City Council.

### **How can I reach a member of Council?**

Members of council can be reached by contacting the [City Clerk](tel:304-234-6401) 304-234-6401. If you would like to reach a specific member of council, their email addresses can be found [here](#)

- Can City Clerk be linked to my email? [bdelbert@wheelingwv.gov](mailto:bdelbert@wheelingwv.gov)
- And link “here” to list of council email?

### **Where can I obtain a copy of an Ordinance?**

Information regarding Ordinance can be found [here](#)

- Link to online code book

### **How do I apply for a handicapped parking space at my residence?**

Must fill out [application](#) and submit to City Clerk to be placed on the Traffic Commission Agenda. The Traffic Commission meets once a month and you must be present to be considered.

- Can we link an application?