



**City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT**

**Lisa M. Thomas
City Clerk**

City Council Order 12-1005037A, adopted May 7, 2012

Rule #1

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.

Rules #2

Any message, ordinance, resolution, vote, or other measure submitted for consideration by the City Council shall be filed with the City Clerk electronically with one (1) hard copy delivered to the Office of the City Clerk on Thursday by 12 Noon preceding the City Council meeting. The City Clerk shall publish the agenda online no later than forty-eight (48) hours prior to the City Council meeting in compliance with the Open Meeting Law. All Communications, including Special Permits shall be in Times New Roman font, size 12 and justified.