



## SPEAKER REQUEST FORM

Public Comments are welcomed and appreciated.

COMPLETE AND SUBMIT TO THE CITY CLERK BEFORE START OF MEETING.

Public comments and public presentations are limited to three (3) minutes.

**Prior to speaking at the podium, you must state your name and address for the public record.** To maintain order, speakers may not approach City Council Members or the Mayor at their desk without the Council President's permission to do so. All materials for distribution must be given to the attending clerk for their distribution to Council.

**Public Hearings:**

- Persons wishing to designate a spokesperson to speak on their behalf regarding a public hearing matter must themselves be present at the public hearing for the designation to be approved by City Council.
- Representative spokespersons shall be allowed no less than five (5) minutes to speak regarding a public hearing matter, with one (1) additional minute permitted for each designation, up to a maximum of fifteen (15) minutes.

(PLEASE PRINT)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

Note: In order to better organize the discussion, the Council President may delay a particular comment until the agenda item is called and after staff has made their presentation.

☐ \*ALLOCATE MY TIME TO: \_\_\_\_\_

WHEN YOUR NAME IS CALLED, STEP TO THE PODIUM. STATE YOUR NAME AND ADDRESS FOR THE RECORD. COMMENTS ARE LIMITED TO A MAXIMUM OF THREE (3) MINUTES.

QUESTION/COMMENT:

*\*Speakers may allocate time only when present and only during Public Hearings - Council Rules of Order Article 15 (c)(6)*