

## **REQUEST TO SPEAK AT CITY COUNCIL MEETING**

**NAME:** \_\_\_\_\_

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

**PHONE NUMBER:** \_\_\_\_\_ **WARD:** \_\_\_\_\_

**TOPIC TO BE DISCUSSED (required):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS FORM MUST BE TURNED IN TO THE CLERK OF COUNCIL NO LATER THAN 4:00 P.M. ON THE MONDAY OF THE WEEK PRIOR TO THE CITY COUNCIL MEETING. IF THE CLERK OF COUNCIL IS NOT IN HER OFFICE, PLEASE SLIP COMPLETED FORM UNDER THE OFFICE DOOR.**

**THERE IS A MAXIMUM OF 15 MINUTES ALLOTTED FOR CITIZEN COMMENTS. EACH SPEAKER WILL HAVE 3 MINUTES TO ADDRESS THE CITY COUNCIL DURING THE CITIZEN'S COMMENTS PORTION OF THE AGENDA. THE CITY COUNCIL MAY, AT THEIR SOLE DISCRETION, SHORTEN OR EXTEND THE 3 MINUTE TIME PERIOD ALLOTTED FOR EACH CITIZEN. THE CLERK OF COUNCIL SHALL KEEP THE TIME AND NOTIFY THE SPEAKER WHEN THE ALLOTTED TIME HAS EXPIRED.**

**PRIOR TO THE CITY COUNCIL MEETING BEING CALLED TO ORDER, EACH SPEAKER SHALL CHECK IN WITH THE CLERK OF COUNCIL TO LET HER KNOW YOU ARE PRESENT AT THE MEETING.**

**DECORUM: ALL REMARKS SHALL BE ADDRESSED TO THE COUNCIL AS A BODY AND NOT TO ANY INDIVIDUAL MEMBER THEREOF. NO PERSON SHALL MAKE PERSONAL, IMPERTINENT OR SLANDEROUS REMARKS, NOR OTHERWISE DISTURB THE ORDER AND DECORUM OF ANY COUNCIL MEETING. FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN YOU BEING REMOVED FROM THE MEETING.**