



**APPEARANCE BEFORE CITY COUNCIL  
CITY OF FOREST HILL**

***WELCOME***

**PUBLIC MEETING PROCEDURE**

If you wish to address the meeting, please complete the “Request to Speak Form” below.

1. Please give this completed form to the Secretary before the meeting begins.
2. The Secretary will call you to the podium at the appropriate time.
3. Please state your full name and address when you begin your remarks so that the official minutes will record your appearance before the City Council.
4. The Mayor and City Council reserves the right to set the amount of time each person may have to speak.
5. Per State Law, no action may be taken on any item that is not on the meeting agenda.

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**REQUEST TO SPEAK BEFORE A PUBLIC MEETING**

*Please give this completed form to the Secretary before the meeting begins.*

Date \_\_\_\_\_

Name of Speaker \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Subject \_\_\_\_\_

Is the matter you wish to discuss on the agenda: [ ] Yes [ ] No

If yes, please indicate when you would like to address the council.

[ ] during “Citizen Presentation”

[ ] when the item comes before the Council

Agenda Item No. \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_