



APPEARANCE BEFORE CITY COUNCIL
SPEAKER REQUEST FORM
WELCOME

If you wish to address the City Council a Speaker’s Request Form must be filled out. You must provide a summary of item(s) for discussion and any handouts to be given to the Council must be delivered to the City Secretary by Wednesday 12:00 p.m. (noon) before the meeting the following Tuesday.

Please follow the suggestions listed below.

1. You can address the Council twice on the same issue in a twelve month period.
2. State your name and address when you begin your remarks.
3. Make sure your comments are directed towards the Mayor rather than an individual City Council Member or Staff. All speakers must limit their comments to the subject matter as listed on their request form and must refrain from personal attacks towards any individual or using any profane language.
4. Limit your comments to 3 minutes.
5. Limit your comments to 3 items of discussion.
6. Select 1 person to speak if part of a group.
7. 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 Participation”
 when the item comes before the Council

THANK YOU FOR YOUR COOPERATION

DATE: _____ NAME OF SPEAKER: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

SUBJECT: _____

AGENDA ITEM: _____ Is this Item a Public Hearing if so CIRCLE ONE: IN FAVOR AGAINST

HAS THIS SUBJECT BEEN DISCUSSED WITH ANY MEMBER OF COUNCIL OR ADMINSTRATIVE STAFF? YES NO