

****Please Turn Form into City Clerk When Complete****

SPEAKER REQUEST FORM

AGENDA ITEM: _____

DATE: _____

NAME: _____

REPRESENTING: _____

PHONE: _____

ADDRESS: _____

TOPIC YOU WISH TO ADDRESS:

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Citizens Comments:

Citizen comments during regular or special meetings may be made on items not on the Agenda ONLY during the time designated by the Council; otherwise, citizens may address the Council only on its items under discussion. Citizen Comments during workshop meetings shall be allowed at the discretion of the Chair.

Each person addressing the Council shall complete a speaker request form listing their name, address, and/or agenda item number or the topic they wish to address. The speaker may then step to the microphone, give his/her name and address clearly for the record and shall limit his/her address to three minutes, unless any member of the Council requests further information.

All remarks shall be address to the Council as a body and not to individual members thereof. No question shall be asked of a Council Member except through the Presiding Officer. No person other than a member of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer.

Persons addressing the Council may present oral or written communications in regard to matters under consideration with the permission of the Presiding Officer, however, any written communications shall be copied to each member of the Council, the Mayor, the City Attorney, the City Manager, and the City Clerk.

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