

**GUIDELINES IF YOU WISH TO SPEAK AT
THE MEETING**

- ❖ For items on the Posted Agenda, please fill out a “Request to Appear Before the Board or Commission” form. The forms are available outside the City Council Chambers. Please turn in your form to the Clerk prior to the beginning of the meeting. Each speaker has up to three (3) minutes. The Chairman may set maximum time limits for posted agenda items.
- ❖ For items not listed on the agenda, but related to City business or services, you may speak to the Board or Commission under “Citizen’s Opportunity to Address the Board or Commission.” Please fill out a “Request to Appear Before the Board or Commission” form. The forms are available outside the City Council Chambers. Please turn in your form to the Clerk prior to the beginning of the meeting. Each speaker has up to three (3) minutes. Please be aware that state law prohibits the Board or Commission from taking action on items presented under this section of the agenda.
- ❖ If you want someone to speak for your group, please submit all forms completed by the group and the designated speaker(s).
- ❖ Applicants will have a maximum of ten (10) minutes to present testimony in favor of the request and an additional five (5) minutes for rebuttal if any opponents of the application have spoken. The Chairman reserves the right to extend the presentation time.
- ❖ City Staff members are a resource to the City Council and are present to answer questions and provide additional information.
- ❖ Chair Members may question a person addressing the Council.

If you do not want to address the Board or Commission, but would like it known that you are in favor of or in opposition to an agenda item, please mark the appropriate section on the “Request to Appear Before the Board or Commission” form.

WHEN YOU SPEAK

- ❖ Speakers will be heard only upon recognition by the Chairman. Remarks shall be addressed to the Chair Members as a whole and not any individual Member. Please do not speak to the audience or to any individual in the audience.
- ❖ Adjust the microphone so that it is pointed at your mouth, speak clearly, and begin by stating your name and address.
- ❖ Limit your remarks to the allotted time limit. A light system in front of the City Clerk will help you pace your remarks. A green light stays on until you reach your final minute, when a yellow light comes on, please conclude your remarks. When the red light comes on, please stop and return to your seat.
- ❖ Please focus on new or unique information that other speakers have not covered.
- ❖ Comments should address the merits or problems of the issue. Personal attacks on previous speakers, or on the applicant, are generally not helpful. In any event, the speaker is responsible for the content of the speech.