

Citizen Participation Form

Please PRINT the following information:

Date: _____ Name: _____

Address: _____

Phone: _____ Email: _____

Organization (if any) _____

Agenda Item/Subject you wish to address: _____

Instructions and Rules of Procedure:

1. This form must be submitted BEFORE the commencement of the meeting.
2. This form must be completed and submitted for all citizens who wish to address the City Council, or register a formal position on an agenda item being considered by the Council.
3. Please remember to step to the podium when you are recognized by the Mayor. You should state your name and address before beginning presentation. If speaking on behalf of an organization, or other group, please identify the group represented.
4. Speaker's time CANNOT be pooled or given to other speakers.
5. ALL presentations by citizens are limited to no more than five minutes.
6. The Mayor reserves the right to limit the number of citizens who may present on a particular agenda item, if necessary, to expedite the meeting in an efficient manner.
7. If you have written remarks, or printed material you wish to present the council, you must submit said documents to the City Secretary the Friday preceding the meeting for inclusion in the Council agenda packets.
8. Speakers should address all remarks to the City Council as a whole, not to individual members.
9. All persons who complete a Citizen Participation Form, whether or not allowed to speak, may submit written comments, or exhibits to the City Secretary for inclusion in the official file for the agenda item.
10. No shouting, or cursing is allowed at City Council meetings. Purposefully disrupting a public meeting is a violation of State Law and may result in the offending party being made to leave the meeting. Such behavior may result in criminal charges.

**Please Return this form to the City Secretary BEFORE
the start of the Meeting.**