

CITY COUNCIL SPEAKER REGISTRATION FORM

PLEASE PRINT:

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

NAME OF ORGANIZATION: _____

(If speaking for an Organization)

SPEAKERS OFFICIAL CAPACITY: _____

SUBJECT: _____

(PLEASE BE SPECIFIC)

NOTE TO SPEAKERS:

You will be allowed a maximum of **five (5) minutes** to present your address to City Council. It is requested that speakers speak in as **loud** a voice as possible, so that not only the Council, but also the Clerk, who must take the record, can hear what is being said.

The Chairperson will call your name from your completed sheet. You must **complete this form and submit it to the Clerk prior to the start of the meeting** for the Chair to recognize your appearance.

Council will address the issue **after** you have made your address. Your cooperation will assist your address being recorded properly. If you have written notes available on your address, kindly supply the City Clerk with a copy. If the matter to be addressed is one which is not within the jurisdiction of the Council it will immediately be referred to the City Manager for an appropriate and prompt follow-up.