

SPEAKER CARD

Meeting Date: _____ Agenda Item: _____

Name: _____

Address: _____

City: _____

E-Mail: _____

Comments: _____

Please submit to the City Clerk/Secretary of the Commission

PROCEDURE TO ADDRESS THE LEGISLATIVE BODY

Your comments are welcome and an important part of the legislative process. In order to preserve order and respect to all who wish to be heard, the following procedure has been established:

If you wish to address the Legislative Body, please complete the Speaker Card, indicating the agenda item you will be addressing and submit it to the City Clerk/Commission Secretary. The Mayor/Chairman will announce your name at the appointed time for you to speak. Speakers are requested to keep their comments to no more than four (4) minutes during Oral Communication and five (5) minutes during a public hearing.