



WELCOME TO FOREST HILL
APPEARANCE BEFORE CITY COUNCIL
SPEAKER REQUEST FORM

If you wish to address the City Council, a Speaker Request Form must be completed, including a summary of item(s) upon which you wish to provide comment, and provided to the City Secretary no later than the posted start time of the meeting at which you wish to speak. Any written materials or other items to be given to the Council must be delivered to the City Secretary by Wednesday at 12:00 p.m. (noon) before the meeting the following Tuesday. You may address the Council for no more than three minutes and no more than twice on the same issue in a twelve (12) month period. Per State law, no action may be taken on any item not on the meeting agenda.

CITIZEN TESTIMONY PROCEDURE

Please follow the requirements listed below:

- Please give this completed form to the City Secretary before the posted start time for the meeting.
- The City Secretary will call you to the podium at the appropriate time.
- Please state your full name and address when you begin your remarks so that the official minutes will record your appearance before the City Council.
- Make sure your comments are directed at the full Council rather than any individual City Council Member or Staff member.
- All speakers must limit their comments to the subject matter as listed on their request form and must refrain from personal attacks toward any individual or using any profane language.
- Limit your comments to three (3) minutes.
- If speaking as a group, select one (1) person to speak on behalf of the group.

THANK YOU FOR YOUR COOPERATION

DATE: _____ NAME OF SPEAKER: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

SUBJECT MATTER:

Is this matter you wish to present on the agenda? [] YES [] NO
If yes, please indicate the Agenda Item below.

Agenda Item No. _____ For _____ Against _____