



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 filled out in completion. You must provide a summary of item(s) for discussion. Any handouts 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 can address the Council twice on the same issue in a twelve (12) month period. The Mayor and the City Council reserves the right to set the amount of time each person may have to speak. Per State law, no action may be taken on any item that is not on the meeting agenda.

PUBLIC MEETING PROCEDURE

Please follow the suggestions listed below:

- Please give this completed form to the City Secretary before the meeting begins.
- 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 towards the Mayor rather than an individual City Council Member or Staff.
- 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.
- Limit your discussion items to three (3).
- 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 discuss on the agenda? [] YES [] NO

If yes, please indicate when you would like to address the council.

[] During Citizen Presentation

[] When the item comes before the Council

Agenda Item No. _____ For _____ Against _____