

REQUEST TO SPEAK
ORAL COMMUNICATIONS



FORM SHOULD BE SUBMITTED PRIOR TO THE START OF THE ITEM BEING CALLED

Name Date

The item I would like to address the City Council on:

The information requested below is **VOLUNTARY** and is used by staff to contact you if necessary.
When you request to speak before the City Council, your name is included in the City's Official minutes.

Myself

Representing: Organization: _____

City of Residence

Address

Email Address

Phone Number

SEE REVERSE FOR FURTHER INFORMATION

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WELCOME! If you wish to speak before the City Council, Successor Agency Board or the Housing Authority please completed this form. The City welcomes your comments and requests that you present your remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction.

BEFORE SPEAKING:

Please completed this form and hand to the City Clerk prior to the item being heard. The Mayor will call you to the podium. If you wish, please state your name and community for the benefit of the City Council and the audience.

TIME LIMIT – 3 MINUTES:

City Council Policy 104 states that each speaker addressing the City Council at City Council meetings be allowed three minutes to make a presentation on a specific issue. Testimony from speakers addressing the City Council should not be repetitious of previous speakers.

WRITTEN SUBMITTALS:

City Council Policy 120 states that written information regarding an agenda item received after 5:00 p.m. the day prior to the meeting or during the meeting, will not be distributed to the City Council prior to or during the meeting. It will be distributed the next business day.

HANDOUTS:

If you have copies of materials, please hand them to the City Clerk, who will distribute them. The City Clerk is required to obtain a copy and keep it as part of the public record. Please provide sufficient copies or be prepared to leave your original for duplication. It will be returned to you by mail or can be picked-up at the City Clerk’s Office during regular business hours.

PUBLIC RECORDS ACT:

Any information that is provided on this form becomes a part of the public records and is subject to any and all applicable federal laws and laws of the State of California, including but not limited to The Public Records Act.

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