

PLEASE PRINT

Topic of Agenda Item on which you want to speak: _____

Agenda Section: _____

Name: _____
(Please print)

Address: _____
(Please print)

For Against

If you prefer to not speak but have the Chair read your comments into the minutes:

To address the commission/board on any agenda item, this card **MUST** be fully completed and presented to the staff member seated at the front of the Chambers **PRIOR** to the item being opened for public discussion.

**Note: A separate card is necessary for each agenda item to be addressed.
A separate card must be filled out to speak on Public Participation on Non-Agendaed Items.**

- Time limit to address the commission on any agenda item: **2 minutes.**
(No individual may address the commission/board more than once on any agenda item.)
- Time limit to address the commission on non-agenda items: **2 minutes.**
(Public Participation)
- A timer clock will be installed in the commission room to aid the speaker in facilitating the time limit.
- A time limitation will be placed on each agenda item for discussion by the public, and the commission. (Time limitation for each agenda item is 30 minutes maximum or will be adjourned to a workshop, as enforced by existing resolution)
- No inappropriate outbursts or interruptions from the public will be tolerated during commission/board meetings. (Outburst and interruptions include but not limited to: clapping, cheering, sneers, and name calling.)
- The result of inappropriate outbursts or interruptions will be immediate removal from the meeting escorted by a Police Officer. (A warning may first be given by the Mayor or Vice Mayor before removal)
- Public Participation will be at the end of the agenda items followed by Commission Liaison Reports and Comments.
- Strict adherence to Robert's Rules shall be followed at every meeting that is open to the public. An annual course on parliamentary procedures is required for the commission and city board members.
- The Mayor and Commissioners cannot address, nor answer questions directly to the speaker during public comment. (Unless there is a point of order) A copy of the resolution adopting rules and procedures for the City Commission is available in the City Clerk's Office.
- Email sent to staff will not be accepted.
- At the sole discretion of the Commission, emails or faxes sent directly to them could be accepted and read into the record.
- Public comment cards submitted in bulk will not be accepted or acknowledged.
- Public comment cards submitted to staff on behalf of absent individuals will not be accepted and read into the record.
- Public comment cards personally submitted to staff during a meeting will be read into the record regardless of whether the individual is still present at the meeting.