

# Speaker Qualification Form\*

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Monthly Scheduled City Council Meeting

Full NAME ----- Phone Number:-----

Street Address -----

Mailing Address[if different]-----

Subject: -----

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Your Signature Date Time

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Received by(clerk) Qualified Meeting Month Date Time

## PROCEDURES FOR ADDRESSING CITY COUNCIL

For the Official Record, you must obtain this form from the City Clerk and have it completed and presented within the qualification time period. You must identify the subject that you wish to address. The City Council encourages public input on all City issues within the Rules of Decorum:

### DECORUM AND ORDER

To help conduct the business of the City Council in an orderly fashion, the City Council has adopted rules pertaining to Decorum and Order. The City Council will strictly enforce these rules in order to allow full expression of ideas and opinions by citizens, staff or legal counsel. The rules are summarized below:

This is a meeting of the City Council open to the public, not a public forum. The City Council is holding this meeting to discuss city issues and make decisions about needs of the city.

Unauthorized remarks from the audience, stamping of feet, whistling, clapping, yelling, and similar demonstrations shall NOT be permitted. Any person who verbally attacks other individuals, groups, elected officials, or otherwise becomes boisterous while addressing the Council, or while attending the Council Meeting, shall be ruled out of order. If someone begins to make impertinent or slanderous remarks, the presiding officer (or the City Manager or City Attorney at the direction of the presiding officer) can instruct the person(s) to leave the meeting or ask the Chief of Police to remove the person(s) from the meeting.

### NOTICE TO PUBLIC

#### \*Rules for Addressing the City Council:

1. Speaker must sign up with the City Clerk 14 calendar days in advance of the next scheduled meeting. Speaker must use this Speaker Qualification form- completing name, phone number, street address, mailing address, and subject manner.
2. Speaker will be limited to 2 minutes to address Council only on the subject manner on this Speaker Qualification form. Speakers should use only a regular tone of voice and speaking volume. There shall be no profanity or personal attacks.
3. For time purposes, each meeting will be limited to the first 3 eligible speakers, determined by a first come first serve basis of when completed request form was received. Any other eligible speakers who qualified to speak at the same meeting will be given priority on the next available agenda, if desired. The same rules apply, but a note must be made on the Speaker Qualification form of your previous request.
4. All comments should be addressed to the city council as a whole and not to any one elected official. Speaker should return to their seat after the time limit has expired. [The council may wish to add comments or questions, but is not required to do so]