



PUBLIC PARTICIPATION FORM

Please PRINT the following information:

Date: _____ Name: _____

Home Address: _____

Email Address: _____

Organization (if any): _____

Agenda Item / Subject you wish to address: _____

Instructions and Rules of Procedure:

The purpose of these Rules of Procedure is to promote positive and productive Council meetings while allowing citizens input and the opportunity to watch the Council deliberate matters of local government.

1. This form must be submitted **BEFORE** the commencement of the meeting.
2. This form must be submitted for all persons who wish to address the City Council or other City Board or Commission or to register a formal position on an agenda item being considered.
3. Please step up to the podium when recognized and state your name and address. If speaking on behalf of an organization, or other group, please identify the group represented.
4. Speaker's time **CANNOT** be reserved and/or given to other speakers.
5. ALL presentations by the public are limited to **no more than three minutes** – total, not per topic.
6. Speakers should address all remarks to the entirety of the City Council/Board/Commission, not to individual members.
7. All persons who complete a Public Participation Form may submit written comments or exhibits to the city secretary or staff member with recordkeeping responsibility for inclusion in the official file for the agenda item.
8. **No person may submit/read a written statement on behalf of another unless that person is present at said meeting and can confirm that it is their statement.**
9. Shouting or cursing will not be tolerated at any city meetings. Purposefully disrupting a public meeting is a violation of State Law and may result in the offending party being made to leave the meeting. Such behavior may result in criminal charges.
10. *Engaging in verbal attacks, or comments intended to insult, abuse, malign, or slander any individuals shall be cause for termination of time privileges and removal from Council Chambers.*

**PLEASE RETURN THIS FORM TO THE CITY SECRETARY OR STAFF
MEMBER WITH RECORDKEEPING RESPONSIBILITY BEFORE
THE START OF THE MEETING.**