



TOWN OF CONCRETE PUBLIC PARTICIPATION FORM

For those wishing to address the Council on a non-agenda item.
Present to Clerk-Treasurer prior to the start of Council Meetings.
**Presiding Officer may allow or not allow and if allowed, may limit time allowed.*

MEETING DATE: _____
(Required)

TYPE OF MEETING: **COUNCIL** **PUBLIC HEARING**
(Required)

NAME: _____
(First and Last Name Required)

ADDRESS: _____

SUBJECT: _____
(Required) **FOR** **AGAINST** **GENERAL INTEREST**

SUBJECT DETAILS: _____
(Required)

I AM REPRESENTING:

- MYSELF**
- ORGANIZATION/CIVIC ASSOCIATION** (name) _____
- ATTORNEY FOR** (name) _____
- BUSINESS OWNER** (name of business) _____

ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL?
 YES **NO**

**SEE BACK PAGE FOR SIGNATURE AND
GUIDELINES FOR PLACEMENT ON THE AGENDA**

- Written testimony accompanying this form, of any length, is preferred and welcome. Be advised, if Council is not provided with testimony or documentation to review, any decisions requested may be delayed allowing time for that documentation to be submitted and reviewed.
- Anyone desiring to speak to the Council on a non-agenda item must first provide a completed request form to the Clerk-Treasurer prior to the start of the Council Meeting.
- No more than six (6) speakers may address the Council on any one subject. If there are both proponents and opponents of the matter who wish to speak, only the first three (3) persons speaking in favor of the matter and the first three (3) persons speaking in opposition to the matter may address the Council. The Council suggests that groups who are supporting or opposing issues before the Council select one spokesperson.
- If the speakers seeking to address the Council on the same subject cannot agree on a particular order or method that they would like the speakers to be called, the speakers shall be called in the chronological order of their request forms' submission.
- Each person addressing the Council shall step up to the microphone, give his/her name and subject matter of comments in an audible tone of voice for the record. Each person addressing the Council shall do so in a timely manner. Each person shall be given time to address the Council with his/her subject matter, after the initial presentation, the discussion time will be limited to 3 minutes per person including the presenter, who wishes to further discuss the presented topic.
- All comments shall be made to the entire Council and not to any single member nor to individual Town staff members. Any questions for Council members or staff shall be presented through the Presiding Officer.
- Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- All audience members shall abide by the rules of decorum. No audience member shall disrupt the conduct of the meeting or clap, cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity, or the like. Any audience member who does so shall be determined out of order and the Presiding Officer may have such person removed from the Council chambers immediately. Such person shall not be permitted to attend the remainder of that Council meeting.
- Public Participation Forms become a part of the Public Record. In accordance with the Public Records Act, any information you provide on this form is available to the public. Addresses and telephone numbers are optional information.

*I have read and agree to the guidelines for Public Participation at the
Town of Concrete Town Council Meeting*

_____ *Signature of Presenter*