

**REQUEST TO SPEAK BEFORE CITY COUNCIL**  
**MUST BE SUBMITTED TO CITY SECRETARY PRIOR TO THE REGULAR MEETING BEING CALLED TO ORDER**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Public Hearing Agenda Item # \_\_\_\_\_

Other Agenda Item # \_\_\_\_\_

\_\_\_\_\_ I wish to speak **IN FAVOR** of this item.

\_\_\_\_\_ I wish to speak **IN OPPOSITION** to this item.

\_\_\_\_\_ I do not wish to speak; however, please record my \_\_\_\_ **SUPPORT** \_\_\_\_ **OPPOSITION**.

- ❖ General Citizen Comments: This item is available for citizens to speak on any subject; however, no discussion or action, by law, may be taken on the topic until properly posted on a future agenda.

Topic of Discussion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS WILL BE LIMITED TO 3 MINUTES**

**WELCOME TO THE MELISSA CITY COUNCIL MEETING!** The following are a few tips designed to help you understand the proceedings of the meeting.

- Those wishing to address the Council are asked to complete a Request to Speak Card. **Please turn the card in to the City Secretary prior to the Regular Meeting being Called to Order**
- The Mayor (Presiding Officer) will ask for those wishing to address the Council to do so at the appropriate time. Please approach the speaker's stand, state your name and address for the record, and discuss the topic of interest. Please direct your comments to the Mayor and Council. You will be allowed 3 minutes to address your comments.
- Although the Council cannot discuss your topic or take specific action on Citizen's Comment topics due to legal requirements, they will hear the topic and may:
  - 1) Have the item placed on a future agenda for action, or
  - 2) Refer the item to a Board, Commission or Committee; or
  - 3) Refer the item to staff for study or conclusion; or
  - 4) Take no action.