

REQUEST TO SPEAK BEFORE MELISSA CITY COUNCIL

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.

- Anyone having handouts or audio visual aids to be presented during Citizen Comments shall make those items available to the City Administrator or City Secretary at least one week in advance for review prior to the City Council Meeting.
- You will be required to present eight (8) copies of any presentations or handouts to the City Administrator or City Secretary at least one week prior to 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.
- 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 Council cannot discuss your topic or take specific action on Citizen's Comment topics due to legal requirements, they will hear the topic and Council 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.