

COMPLETE THIS FORM TO SPEAK DURING THE PUBLIC FORUM

Welcome to a ~~Town of Ashland City the monthly Ashland City Council~~ meeting. Please complete this form if you would like to address the ~~City Council Council/Board~~ during the Public Forum section of the meeting. After completing this form, hand it in to the ~~City Recorder sitting at the table beside the Council Members transcriber of the meeting~~. Your name will be called by the Mayor or Chairperson. Please read the ***Procedure for Speaking Before the Meeting Council*** on the bottom and reverse side of this form. The purpose of this form is to clearly document speaker's information and ~~to offer an avenue in which the City Council can hear~~ allow as many speakers as possible in the allotted time. As such, they may not address the issue or concern you have at this time, but may instead inform you of when the issue will be addressed at a future ~~council~~ meeting or what department will be forwarded the issue for follow-up.

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email (optional): _____

Subject to be addressed: _____

Procedure for Speaking Before the Council

- * Speakers must complete the information form and submit to the ~~City Recorder transcriber~~ prior to the public forum. Be prepared to speak when ~~the chairman calls~~ your name is called.
- * Each speaker will be allowed ~~three to five minutes to speak before the Council, with the time per speaker being determined by the Mayor, depending on the number of the speakers~~ a max of 4 minutes.

- * Speakers may comment on issues scheduled for consideration at the ~~City Council~~ meeting or other appropriate concerns pertinent to the operation of the town.
- * Each speaker should state the following:
 - his/her name
 - whether they are an Ashland City resident and/or property owner
- * No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Council/~~Board~~. Persons doing so will be asked to stop speaking and will forfeit the remainder of their time.
- * All remarks shall be directed to the Council/~~Board as a body~~ only. ~~Remarks shall be made to the Council as a body and not a particular Council Member.~~
- * No person shall be allowed to disrupt or interfere with the procedures.
- * Remarks shall end when the speaker's allotted time has expired. ~~No time shall be shared with other speakers.~~
- * Questions from the council/~~board~~ members may be asked for clarification; however, no person shall be permitted to enter into any discussion or debate either directly with or through any member of the ~~City Council/Board~~ or anyone present at the meeting.