



Request to Speak at a Public Meeting

NOTE: Request to Speak forms must be submitted no later than 5pm the day of the meeting. All others must be registered in person at the meeting.

City of Bellbrook
15 East Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666
F (937) 848-5190

www.cityofbellbrook.org

Citizens may make comments during the following times of the meeting:

- **Citizen Comments (non-agenda item topics)** - You may speak on any topic you wish to bring up following the Rules for Decorum for Citizen Participation
- **Citizens Registered to Speak on Agenda Items (comments about agenda-specific topics)** - You may speak during the discussion of the agenda item prior to any action being taken by the public body.

You will be called on to speak at the appropriate time of the agenda. Please provide your name and preferred contact information below for any follow up from the City.

Name:
Address:
Email:
Indicate the meeting which you are requesting to speak at:
Meeting Date:
Topic of Agenda Item on which you wish to speak:
Are you speaking as the legal or authorized representative of an organization or group? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the name of your organization:
I understand I have 3 minutes and have read the Rules of Decorum (reverse side) for Citizen Participation: <input type="checkbox"/> Yes

The Rules of Decorum, this form, and meeting information including agendas is available at meetings.cityofbellbrook.org

RULES OF DECORUM FOR CITIZEN PARTICIPATION

In support of and respect for an open, fair, transparent, and informed decision-making process, the Bellbrook City Council recognizes:

- Civil, respectful, and courteous behavior are an important part of the democratic and decision-making process; and
- Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- To preserve the intent of open government and maintain a positive environment for citizen input and Council decision-making, the following Rules of Decorum have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum will be included in the agenda and will be referenced at the beginning of each council meeting and council work session by the presiding officer. Individuals wishing to speak at a public meeting are asked to follow these Rules of Decorum:

- All citizens may participate in the public meeting process.
- Register to speak prior to the meeting online (meetings.cityofbellbrook.org) or in person, giving the Request to Speak at Public Hearing Form to the Clerk prior to the start of the meeting.
- Be recognized by the Mayor or Presiding Officer
- Speak from the podium, state your name and address and always speak in a civil, non-argumentative and respectful manner.
- Limit comments to the registered topic or subject under discussion at current agenda item.
- The preferred time limit for comments is 3 minutes, although the limit can vary at the discretion of the Mayor or Presiding Officer.
- If a group wishes to address the City Council on the same subject, the Mayor or Presiding Officer may request that a spokesperson be chosen by the group.
- All remarks should be directed to the City Council as a body rather than to any particular Council member or any member of the staff or audience. Questions to Council or others will be facilitated by the Mayor or Presiding Officer.
- Speakers will be forbidden from making comments of a personal nature regarding others; shouting, yelling, or screaming, and/or language that is obscene or disruptive to the orderly process of the meeting.
- Speakers will not be allowed to make complaints, remarks, personal attacks or inflammatory comments against any public official or employee during a public meeting; rather, they will be referred to the proper complaint filing procedure, so their issue is addressed.
- Members of the audience will not be allowed to enter the public meeting discussion from their seats in the audience. If recognized by the Mayor or Presiding Officer, a citizen may only be allowed to speak at the podium.
- The Mayor or Presiding Officer is responsible for maintaining order and decorum and can have removed those who are disruptive or who violate these Rules of Decorum.

General Rules of Decorum for audience members not speaking at a public meeting include:

- Turn off or silence all mobile devices.
- Refrain from behavior that is inappropriate and/or disruptive.
- Refrain from private conversations during meetings.
- Come and go from the meeting space in the least disruptive manner possible.
- No campaign placards, banners or signs will be permitted in the City Council Chambers.