

**PUBLIC COMMENTS FORM  
FOR ADVISORY COMMITTEES**

Citizens wishing to submit Public Comments to any Advisory Committee will need to complete this form and email to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org) at least two (2) hours prior to the committee meeting.

**PLEASE PRINT**

NAME OF COMMITTEE \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF GROUP OR ORGANIZATION, if any \_\_\_\_\_

ADDRESS/CITY/ZIP: \_\_\_\_\_

PUBLIC EMAIL: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**PUBLIC COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*This form is considered a public record and your name and address will be included in the official minutes.  
Public Comments will be read by the Chair of the Committee for the record.*

## **WELCOME TO THE MANOR BOARD/COMMISSION/COMMITTEE MEETING!**

The following are a few tips designed to help you understand the proceedings of the meeting.

- Those wishing to address a Board/Commission/Committee are asked to complete this card and present the card to City staff prior to the meeting. Groups wishing to address the same issue are encouraged to select a spokesperson.
- The Chairperson will ask those wishing to address the Board/Commission/Committee to do so at the appropriate time. **Please approach the speaker's stand, state your name and address for the record**, and discuss the specific agenda item or topic of interest. Please direct your comments to the Board/Commission/Committee. **Only comments from individuals at the speaker's stand will be recognized.**
- Although the Board/Commission/Committee cannot take specific action on Public Comments; on items not on the Regular Agenda, due to legal requirements, the Board/Commission/Committee may:
  1. Have the item placed on a future agenda for action;
  2. Refer the item to the full Board/Commission/Committee or a subcommittee for further study;
  3. Refer the item to staff for study or conclusion.

**We appreciate your interest in the community and hope you will visit again soon.**

---

## **WELCOME TO THE MANOR BOARD, COMMITTEE OR COMMISSION MEETING!**

The following are a few tips designed to help you understand the proceedings of the meeting.

- Those wishing to address a Board/Commission/Committee are asked to complete this card and present the card to City staff prior to the meeting. Groups wishing to address the same issue are encouraged to select a spokesperson.
- The Chairperson will ask those wishing to address the Board/Commission/Committee to do so at the appropriate time. **Please approach the speaker's stand, state your name and address for the record**, and discuss the specific agenda item or topic of interest. Please direct your comments to the Board/Commission/Committee. **Only comments from individuals at the speaker's stand will be recognized.**
- Although the Board/Commission/Committee cannot take specific action on Public Comments; on items not on the Regular Agenda, due to legal requirements, the Board/Commission/Committee may:
  1. Have the item placed on a future agenda for action;
  2. Refer the item to the full Board/Committee/Commission or a subcommittee for further study;
  3. Refer the item to staff for study or conclusion.

**We appreciate your interest in the community and hope you will visit again soon.**