

CITY OF CASSVILLE
REQUEST TO ADDRESS CITY COUNCIL

Anyone wishing to address the Mayor and the Aldermen in a City Council meeting must fill out and present this form to the City Clerk, no less than 7 days prior to the meeting. Regular City Council meetings are held on the second Tuesday of each month; therefore, requests must be received by the City Clerk no later than the first Tuesday of the month, to be included on that month's agenda. Requests received late will be placed on the following month's agenda.

(Please PRINT all information)

Date of Request: _____

Subject: _____

Your Name _____

Home address _____

Home Telephone: _____ Cell Phone: _____

Guidelines for Addressing the Mayor and City Council:

Comments are limited to 5 minutes for individuals and 3 minutes per person, for multiple persons speaking on the same subject. A portion of the Regular Agenda is designated as "Visitors to Address the Board of Aldermen." A question and answer period is not included in the speaker's time limit.

Comments are to be limited to city business and issues appearing before the City Council on that agenda or issues within the Board of Aldermen's control. This is the City Council's business meeting. We want it to be enjoyable, interesting, and most importantly, productive and beneficial.

No person shall use the time to address the Board of Aldermen as an opportunity to advertise personal business or as an opportunity to make a personal attack against an elected official or any other person. No public official shall use the time to make a personal attack against a member of the public. Members of the Board and/or the Mayor may ask for clarification or respond to a speaker's comment(s).

Please be respectful and patient of the ideas, suggestions and comments of the other speakers. Every idea or proposal is worthy of consideration. Council will receive and consider your remarks and may choose to respond at a later time.

Please do not engage in side conversations; we want everyone to be heard and understood. Profanity and/or derogatory comments made about individuals or groups are not acceptable. Questions and comments should be presented in a courteous and professional manner.

Persons who have a complaint or a question about City services are encouraged to first address their complaint or question by talking privately with the appropriate City Department or elected official.

Persons who want to distribute a document, handouts or present a Power Point presentation must submit it to City Hall by the close of business on the first Monday of the month.

The presiding officer is responsible for enforcing these guidelines. Persons who disrupt the public meeting may be removed.