

**COMPLETE THIS FORM TO SPEAK DURING THE PUBLIC FORUM**

Welcome to the Town of Ashland City meeting. Please complete this form if you would like to address the Council/Board during the Public Forum section of the meeting. After completing this form, hand it in to the transcriber of the meeting. Your name will be called by the Mayor or Chairperson. Please read the ***Procedure for Speaking Before the Meeting*** on the bottom and reverse side of this form. The purpose of this form is to clearly document the speaker's information and 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 meeting or what department will be forwarded the issue for follow-up.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Subject to be addressed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Procedure for Speaking Before the Council***

- \* Speakers must complete the information form and submit it to the transcriber prior to the public forum. Be prepared to speak when your name is called.
- \* Each speaker will be allowed 4 minutes.
- \* Speakers may comment on issues scheduled for consideration at the 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.
- \* 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 as well as council/board members may have brief comments; however, no person shall be permitted to enter any discussion or debate either directly with or through any member of the Council/Board or anyone present at the meeting.
- \* **No one shall make open comments during the meeting.**