



“Embracing our Heritage, Advancing our Future”

### **SPEAKER REQUEST FORM**

**Mayor Robert Uribe requests that all speakers follow Rules of Conduct. Each speaker will be given up to 3 minutes to speak and is asked to observe rules of decorum and good conduct. No speaker will be allowed to make personal, impertinent or slanderous remarks. Speakers will be informed when there are 30 seconds left to speak.**

**By signing below I agree to observe and comply with the rules of conduct:**

**SIGNATURE**

**MEETING DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**AGENDA ITEM NUMBER:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**SUPPORT THE ISSUE**

**OPPOSE THE ISSUE**

**Form must be submitted prior to the meeting to the City Clerk.**

**PLEASE SEE REVERSE SIDE**

**APPLICABLE SECTION OF RULES OF CONDUCT FOR COUNCIL MEETINGS.**

**SECTION L. PUBLIC PARTICIPATION**

2. No person in the auditorium shall be permitted to speak unless recognized by the Chair who may permit persons to speak on any agenda item.
3. A person desiring to speak, whether during the call to the public, public hearings, or on other permitted agenda items shall fill out the appropriate form and submit same to the City Clerk. Requests submitted after the start of the meeting may be given an opportunity to speak at the discretion of the Chair. Upon being recognized, the person shall advance to the podium; state their name, address, whether they reside in the City of Douglas, and whom they represent and the subject matter. Any person who is representing a person other than themselves and is receiving compensation to influence an action by the Mayor and Council shall, before speaking, identify himself as a "retained speaker". Subject matter may not include items scheduled for a public hearing at the meeting. No person shall speak for more than three minutes. Calls to the public shall be limited to 30 minutes. Either time allotment cited in this section shall be extended or reduced by a majority vote.
4. No person shall interrupt the legislative proceedings.
5. Orderly procedure requires that each person shall proceed without interruption from the audience and shall retire when their time is up; that all remarks shall be addressed to the Governing Body, and that there be no questioning or argument between individuals of the audience.
7. The Rules of Conduct shall apply, including the various city boards and committee meetings. Public hearings shall not exceed one hour in length and no person shall speak for more than 3 minutes. Either time allotment cited in this section shall be extended or reduced by a majority vote.
8. If there are several speakers on a matter, one person may not assign any portion of his time to another. Public groups may select a person to make their presentation on their behalf and said presentation shall be limited to five minutes.
9. (A) Members of the public attending meetings shall observe rules of propriety, decorum and good conduct. The Call to the Public portion of the meeting is a time period for members of the public to address the Governing Body on an item not on the agenda that is a concern relating to subject matter within the Governing Body's jurisdiction or on a topic relevant to City business. Except during a call to the Public item, any person who addresses the Mayor and Council shall limit his or her remarks to the agenda item about which they are speaking. Each person who addresses the Mayor and Council during any item, including a scheduled Call to the Public, shall do so in an orderly manner and shall not make any remarks that are impertinent, repetitive, profane, or defamatory, and shall not make any remarks or gestures that are threatening towards any person. In addition, no members of the public attending a meeting shall engage in conduct that disrupts or otherwise impedes the orderly conduct of the meeting. Unauthorized remarks from the audience, such as stamping of feet, clapping, whistling, yells and similar demonstrations are out of order and shall not be permitted by the Chair.  
(B) The Chair shall ensure compliance with these Rules of orderly conduct. If a person addressing the Mayor and Council violates these Rules of orderly conduct, the Chair shall first request that the speaker refrain from the improper conduct; if the speaker refuses, the Chair may end the speaker's time at the podium. If the speaker refuses to yield the podium after being directed to do so by the Chair, the Chair may (i) recess the meeting for a brief time, and/or (ii) direct a law enforcement officer acting as the Sergeant-at-Arms to remove the person whose conduct is out of order. If a person in attendance in the audience violates these Rules of orderly conduct, the Chair shall first direct such person to refrain from the improper conduct; if such person refuses, the Chair may (i) recess the meeting for a brief time, and/or (ii) direct a law enforcement officer acting as the Sergeant-at-Arms to remove the person whose conduct is out of order. (Ordinance No. 12-1012)