

# Flatonia City Council Meetings

## Request to Speak Form

**The City Secretary must receive all  
Request to Speak Forms *prior* to the Call to Order at 6:00 p.m.**

- The public has the right to make comments during the Citizens' Participation portion of the agenda.
- Comments may be made about any item, or they may be made in connection with an item that appears on the Deliberation Agenda.
- All comments made during the Citizens' Participation portion of the agenda should be confined to the topic indicated on this Request to Speak Form.
- Any comments made outside the topic indicated on the sign-up sheet shall be considered out of order.
- For all persons making comments, you will have 5 minutes to make your presentation after being recognized by the Presiding Officer.
- The members of the City Council may NOT deliberate, discuss, or make any decision on any item NOT on the Deliberation Agenda. Members of the City Council may only ask clarifying questions or direct staff to take appropriate action.
- Regarding comments made on items on the Deliberation Agenda, any discussion, deliberation, or vote relating to such item by the City Council shall be deferred until such time as the item is called during the Deliberation Agenda portion of the meeting.
- Delegations of five or more persons shall appoint one person to present their views.

**During the Deliberation Agenda portion of the meeting, no member of the public may enter into the discussion or debate or ask or answer questions from members of the City Council on matters being considered by the City Council unless specifically recognized to do so by the Presiding Officer.**

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

Submitted By: \_\_\_\_\_

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

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

Subject to discuss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Speaker \_\_\_\_\_

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For Administrative Use Only  
Follow-up: