

CITY OF DOUGLAS
PRESENTATION REQUEST FORM

MEETING DATE: _____

Presentations are limited to 5 minutes. It is the prerogative of the Chair or the Council to specify a shorter period of time.

Before beginning your presentation, state your name, address and organization for the record. If you are receiving compensation to speak, identify yourself as a retained speaker.

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE NO. _____

ORGANIZATION: _____

AGENDA ITEM NUMBER _____

SUBJECT: _____

FOR THE ISSUE

AGAINST THE ISSUE

PLEASE SEE REVERSE SIDE

**APPLICABLE SECTION OF RULES OF CONDUCT FOR COUNCIL MEETINGS.
SECTION L. PUBLIC PARTICIPATION**

1. No person in the auditorium shall be permitted to speak unless recognized by the Chairman who may permit persons to speak on any agenda item.
2. A person desiring to speak, whether during the call to the public, public hearings, or on other permitted agenda items shall address the Mayor or Chairperson. Upon being recognized, the person shall advance to the podium; state his name, address, whether he resides in the City of Douglas, and whom he represents and the subject matter. Any person who is representing a person other than himself 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 five minutes. Calls to the public shall be limited to 60 minutes. Either time allotment cited in this section shall be extended or reduced by a majority vote.
3. No person shall interrupt the legislative proceedings.
4. Orderly procedure requires that each person shall proceed without interruption from the audience and shall retire when his time is up; that all arguments shall be addressed to the Governing Body, and that there be no questioning or argument between individuals of the audience.
5. On public hearings, including zoning matters, these provisions shall apply except that any person desiring to speak may have up to five minutes. Public hearings shall not exceed one hour in length. Either time allotment cited in this section shall be extended or reduced by a majority vote.
6. If there are several speakers on a matter, one person may not assign any portion of his time to another. Citizen groups may select a person to make their presentation on their behalf and said presentation shall be limited to five minutes.
7. Citizens attending meetings shall observe rules of propriety, decorum and good conduct. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the Governing Body as determined by the Chairperson, may be removed by the sergeant at arms if directed by the Chairman. Unauthorized remarks from the audience, such as stamping of feet, clapping, whistling, yells and similar demonstrations shall not be permitted by the Chairman, who may direct offenders from the Chambers. (ORDINANCE NO. 10-993/2010)