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PUBLIC PARTICIPATION FORM

Please PRINT the following information:

Date: _____ Name: _____

Home Address: _____

Email Address: _____

Organization (if any): _____

Agenda Item / Subject you wish to address: _____

Instructions and Rules of Procedure:

1. This form must be submitted **BEFORE** the commencement of the meeting.
2. This form must be completed and submitted for all persons who wish to address the City Council or other City Board or Commission or to register a formal position on an agenda item being considered.
3. Please step up to the podium when recognized by the Presiding Officer and state your name and address before beginning your presentation. If speaking on behalf of an organization, or other group, please identify the group represented.
4. Speaker's time **CANNOT** be pulled or given to other speakers.
5. ALL presentations by the public are limited to no more than three minutes.
6. Speakers should address all remarks to the Presiding Officer and the City Council or other City Board or Commission as a whole, not to individual members.
7. All persons who complete a Public Participation Form may submit written comments or exhibits to the city secretary or staff member with recordkeeping responsibility for inclusion in the official file for the agenda item.
8. Shouting or cursing will not be tolerated at any city meetings. Purposefully disrupting a public meeting is a violation of State Law and may result in the offending party being made to leave the meeting. Such behavior may result in criminal charges.

**PLEASE RETURN THIS FORM TO THE CITY SECRETARY OR STAFF
MEMBER WITH RECORDKEEPING RESPONSIBILITY BEFORE
THE START OF THE MEETING.**