

## ***Request to Appear Before the Downs City Council***

This form must be completed and returned to the Downs City Clerk by **12:00 p.m. the Friday preceding** the meeting at which you wish to speak. The Mayor or presiding councilmember will review your request and one of three recommendations will be made:

1. Appearance before the city council at the next regular meeting.
2. Appearance before the city council in executive session.
3. Referral of your request to the appropriate department.

Action taken by: \_\_\_\_\_ Date \_\_\_\_\_  
(Mayor or presiding councilmember)

**Permission to appear before the city council at a regular meeting is subject to the following rules:**

1. Presentations shall not exceed 3 minutes, unless extended by the city council.
2. Subject matter, other than policy issues, will be referred to the appropriate department.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the city council meeting.
5. Typed copy, or an outline of your presentation, must be included with this request form.
6. Any allegations being made must be supported by written documentation.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

Organizations' address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

By: \_\_\_\_\_  
(City Official)