



## **CITIZEN COMMENT REQUEST FORM**

Welcome to the Ovilla City Council or Board/Commission meeting. Your presence and participation are valued. The Ovilla City Council, Boards, and Commissions provide a period of public comment at each regular meeting. During this time, the public will be given a **maximum of three (3) minutes** to speak on any topic related to the City, not limited to items on the agenda. Public comments are also allowed during posted public hearings and will be limited to five (5) minutes. If a speaker addresses the governing body through a translator, they shall be allotted six (6) minutes during the public comment period and ten (10) minutes during a public hearing.

Public participation is limited to the citizen comment period and posted public hearings. Once the Council or Board/Commission begins discussion of an agenda item, public comment will not be permitted. To participate, this form and any supporting documents for distribution must be submitted to the City Secretary **no later than five (5) minutes before** the start of the meeting. Forms or documents will not be accepted once the meeting begins.

When your name is called, please go to the podium and wait to be addressed by the Presiding Officer. Once addressed, clearly state your name and address before beginning your remark. All comments shall be made to the Presiding Officer rather than individual council/board members or staff. All speakers must refrain from profane language and personal attacks.

Meeting Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Group Name: \_\_\_\_\_ Number of Members Present: \_\_\_\_\_

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

City /State/Zip Code: \_\_\_\_\_

**Please choose from the options below:**

I would like to speak during the following portion of the meeting:

Citizen Comments:

I wish to speak during the Citizen Comments portion of tonight's meeting about:

Agenda Item # \_\_\_\_\_ OR

Subject: \_\_\_\_\_

Public Hearing:

I wish to speak during the Public Hearing portion of tonight's meeting.