



## REQUEST TO SPEAK DURING PUBLIC COMMENTS

The City of Anniston would like to hear issues of importance brought by citizens of Anniston as it is in the best interest of the City that the Mayor and City Council be well-informed and prepared to address. In order to better ensure that this process is efficient and effective, the City requires that citizens submit a written form requesting to speak at a City Council meeting. There is a limit of ten (10) allowed to speak at the meeting. The Mayor may rule out of order personal, abusive or indecorous language or matters that the City has no purview over.

**Form must be received no later than 3:00 p.m. on Friday prior to the meeting date**

Date of Request: \_\_\_\_\_

Name of Person to Speak: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you addressed your issue(s) with City staff?  Yes  No or with the City Manager?  Yes  No

City Council Meeting Date: \_\_\_\_\_

**(Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)**

### Public Comments in accordance with the rules outlined in Ordinance 21-O-22 adopted by Council on 11/02/2020 stated below:

**Section 12.** Members of the public may address the Council or speak on matters of public concern during the period of the meeting agenda reserved for public comments, subject to the following procedures:

(a) No person shall be allowed to speak during public comments unless he or she submits a "Request to Speak During Public Comments" form to the Office of the City Manager no later than 3:00 P.M. on the Friday before the Council meeting. The request shall identify the speaker by name and residential address and shall specify the date of the meeting in which the speaker desires to offer public comments.

(b) The period for public comments shall be open to the **first ten (10) persons** who submit a timely request to speak during the meeting at hand.

(c) In advance of each meeting, the City Manager shall provide the Council a list of the persons authorized to speak during the period for public comments, not to exceed ten (10) persons, which shall identify the speakers in the order in which their requests were made. The presiding officer shall call on each person from the list. Once recognized, each person shall be provided no more than **three (3) minutes** to complete his or her public comments.

(d) Those persons who make a timely request, after the first ten (10) requests, shall be first on the list of persons authorized to speak during the period for public comments in the next meeting, unless he or she asks to be removed from the list.

**Section 13.** All comments made by members of the Council shall be restricted to the matter under consideration and shall be addressed to the presiding officer, except during the period of the meeting reserved for Council Comments. All comments made by members of the Council shall be restricted to three (3) minutes, unless the presiding officer grants exception for good cause.

**Section 14.** No comments shall be permitted by a member of the Council or by a member of the public that is of a disparaging nature or which would constitute a personal attack on the integrity of any member of the Council or the staff of the City.

Once the speaker has been recognized to speak, he/she should not attempt to engage the City Council and/or Staff in a discussion/dialogue and the speaker should not ask specific questions with the expectation that an immediate answer will be provided as part of the three (3) minute time frame since that is not the intent of the Public Comment period. If the speaker poses a question or makes a request of the City, the Mayor may refer the issue or request to the City Manager for follow up. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. The Mayor may rule out of order any Speaker who uses abusive or indecorous language, if the subject matter does not pertain to the City of Anniston, or if the Speaker(s) attempts to engage the City Council Members in a discussion or dialogue on issues. City Council shall not discuss non-agenda matters because it does not give the public adequate notice. Accordingly, City Council shall be limited to asking factual and clarifying questions of staff, and when appropriate, the Council may consider placing a matter on a future agenda. In addition, it is not reasonable to expect staff to respond to any of a variety of issues on which they may or may not be prepared to respond to on a moment's notice, so the City Manager may respond, or direct staff to respond at a later time.

Signature: \_\_\_\_\_

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

**PLEASE RETURN FORM VIA EMAIL TO: [mbushard@anniston.al.gov](mailto:mbushard@anniston.al.gov) or**

**By mail to: City Manager, P.O. Box 2168, Anniston, AL 36202**