



ADVANCE

TOWN HALL

TOWN OF ADVANCE

REQUEST TO SPEAK CARD

Advance Town Council

Please Print Legibly

Date: _____

Name: _____

Address: _____

Telephone Number: (_____) _____ -- _____

Are you a property owner in the Town of Advance? Y _____ N _____

Topic for Discussion: _____

TURN COMPLETED FORM INTO THE CLERK-TREASURER **BY 9:00 AM** THE DAY OF THE TOWN COUNCIL MEETING OR YOU WILL NOT BE ABLE TO SPEAK DURING THE MEETING.

PLEASE DETACH AND KEEP THIS PORTION

GUIDELINES FOR SPEAKING AT TOWN COUNCIL MEETINGS

The "Request to Speak" Topic for Discussion

Number of speakers – limited by the time allotment noted below.

Time limit per speaker – maximum of three minutes (time from one donated to another speaker for a maximum time limit of six minutes for one speaker)

Time Allotment – A total of fifteen minutes shall be reserved for public comments.

The Council, at its discretion may then ask questions of the person who addressed the Council.

Procedures for Speaking on the "Request to Speak" Topic.

When called upon to speak, the person shall:

- Stand Up
- State their name and address clearly for the record
- Address all comments to the Council President and speak only when recognized by the Council President
- Not make comments to or address the audience