

Request to Speak—Speaker Slip

This Form Needs to be Submitted Prior to the Beginning of the Agenda Item

By submitting this request to speak you acknowledge that you have read and understand the applicable rules for addressing the council. This form is subject to disclosure under the California Public Records Act.*

Agenda Item Number: _____ In Favor Oppose Date: _____

Matters Not On Agenda—Topic: _____

Name (printed clearly): _____ Council District: _____

Organization/Business Representing: _____ Not a City Resident:

Phone*: _____ Email*: _____

NOTICE TO LOBBYIST: You must identify yourself as a lobbyist and identify the client, business, or organization you are representing.

Agency Representing: _____
 Registered Lobbyist Unregistered Lobbyist

General Conduct/Decorum in the Chambers:

Members of the public shall observe the rules of decorum outlined in the Council Rules of Procedure. No person shall engage in conduct that is intended to or is likely to provoke violent or riotous behavior, nor shall any person engage in conduct that disturbs the orderly conduct of the council meeting. Examples of disorderly conduct include but are not limited to:

- feet-stamping
- whistling or other abrupt noises
- yelling or shouting or interrupting a speaker who is addressing the council
- organized silent demonstrations and other demonstrations intended to disturb the progress of the meeting
- physically-threatening conduct
- verbal threats
- banging, slamming or throwing objects
- interfering with other attendees' ability to participate or address the council
- entering areas of the chamber not intended for the public
- incitement to commit unlawful or disturbing acts or disrupt proceedings
- refusing to abide speaker time limits and leave the podium when directed
- placing physical objects in a manner that creates a disturbance or disrupts proceedings
- interjection when not at the podium
- refusing to heed presiding officer's call for order
- approaching the podium or dais without permission of the chair

Speaker Time Limits:

Speakers have two minutes to address the council and may speak on up to four items per meeting. We ask that a separate speaker slip be submitted for each item. The Consent Calendar is considered one item. Speakers may not concede their time to another speaker. The presiding officer may further limit time allotted.

Request to Speak—Speaker Slip Instructions

This Document is a Public Record:

This form is subject to disclosure under the California Public Records Act*. The information on the reverse side is voluntary and used by staff to contact you if necessary. When you speak before the legislative body, your name is included in the City's official minutes.

Purpose of Public Comment:

The City welcomes your comments and requests that you present your remarks in a respectful manner, within established time limits, and focus on the issues which directly affect the City or are within the City's jurisdiction.

The City provides opportunities for the public to address the City Council so that the Councilmembers may hear the public's opinions regarding items on the agenda and, for regular meetings only, unagendized matters within the City's subject-matter jurisdiction.

Here are additional tips for addressing the Council:

- Consistent with the Brown Act, the public-comment periods on the agenda are not intended to be "question and answer" periods or conversations with the city council or city officials.
- Public comments should be addressed to the city council as a whole, not to individual councilmembers, city officials, or the audience.
- Although the public may speak their opinions on city business, personal attacks on councilmembers and city officials, use of swear words, and signs or displays of disrespect for individuals are discouraged, as they impede good communication with the City Council, and will be prohibited by the sergeant-at-arms if they actually disrupt the meeting.
- Come up to the podium in a timely manner when your name is announced and stand behind the speaker in front of you until it is your time to speak.
- Position yourself between the two microphones.

Enforcement of General Conduct/Decorum in the Chambers:

By submitting this request to speak you acknowledge that you have read and understand the applicable rules for addressing the council.

In addition to the presiding officer, the decorum officer and the sergeant-at-arms shall have primary responsibility for enforcing council meeting decorum. Additionally, any member may at any time call for a point of order, to request the timely enforcement of these rules of decorum.

- The presiding officer shall request that a person who is breaching the rules of decorum cease the conduct. If the person does not cease the conduct immediately, the presiding officer may order the person to leave the council meeting or order the sergeant-at-arms to remove the person.
- In addition to the sergeant-at-arms, the decorum officer, who shall be a council-selected person who sits on the dais, may also exercise the duties of the presiding officer.
- The sergeant-at-arms shall assist in enforcing the rules of decorum, including removing disorderly persons upon order of the presiding officer or decorum officer.