



## City of Norwood

### Request to Address Council

Any person desiring to address Council must fill out and present this form to the Clerk of Council at least ten minutes prior to the beginning of the meeting. The person shall indicate on the card the subject matter of the comments and any agenda item(s) to which the comments relate.

**(Please PRINT all information)**

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

Name: \_\_\_\_\_

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

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

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Is this subject on Councils Agenda?    **YES**    **NO**

#### **Guidelines for Addressing City Council:**

Persons requesting to address Council relative to an agenda item shall normally be permitted to speak prior to the consideration of that item. Persons whose comments do not relate to an agenda item shall normally be permitted to address Council after consideration of all Ordinances and Resolutions and prior to consideration of other unfinished or new business. Persons addressing Council shall be allotted Five (5) minutes, unless Council votes to extend or limit the time of any speaker. Persons addressing Council shall limit their remarks to the topic(s) specified on the speaker's request and shall avoid personalities.