

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TURN COMPLETED FORM INTO THE CLERK-TREASURER **BEFORE** THE START 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 METTINGS

**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