

CITY OF SAGINAW
CITY COUNCIL
PERSONAL APPEARANCE REQUEST FORM

Personal Appearance requests shall be submitted by the individual to appear before City Council. Your name will be announced by the City Clerk. Come to the podium and address the Council as a whole. Your remarks will be heard by City Council, audience, news media attending, and on Saginaw Government Television (SGTV). The following rules must be followed:

1. Requests for an appearance shall be made to the City Clerk's Office no later than 1:00 p.m. on the day of the Council meeting in writing, by phone, or by fax. For special meetings and meetings held at times other than 6:30 p.m., the deadline is 6 hours prior to the meeting time.

989.759.1480 Phone

989.759.1447 Fax

989.759.2199 TDD Device

2. Each appearance is limited to **3 minutes**, timed by the City Clerk.

3. Remarks shall be related to the City of Saginaw's jurisdiction. For Special Single-Subject meetings, the speaker must limit their remarks to the single subject of the meeting.

4. Remarks and/or questions shall be addressed to the Council as a whole and not to individual Council members, City staff, or the audience. The Council will not permit personal-abusive attacks, slanderous or profane remarks. Your concern may be referred to City staff for follow-up.

5. Nothing herein is intended to limit or restrain negative, positive or neutral comment about the manner in which an individual employee, officer, official or Council member carries out their duties in public office or employment.

6. Handouts/Flyers must be submitted to the City Clerk in sets of 13 prior to the meeting for distribution.

Violation of any of these rules will be considered a breach of order, for which the personal appearance will be terminated. Refusal to yield the floor will be considered a breach of peace and subject the violator to removal.

NAME: _____

ADDRESS: _____

CITY _____ **STATE** _____ **ZIP** _____

Appearance Date: _____ **PHONE** _____

Subject Related to the City of Saginaw's Jurisdiction: _____

SIGNATURE: _____

CITY CLERK'S OFFICE USE ONLY:

Handouts: _____ **MUST PROVIDE 13 SETS**

Date Received: _____ Received By: _____