

DATE: _____

FORM # _____

PUBLIC COMMENT REGISTRATION FORM

PLEASE PRINT

Name _____

Address _____

Phone Number _____ e-mail _____

Agenda item you wish to discuss _____

The City Clerk will arrive at 6:30 pm to distribute registration forms as requested. Registration forms will be dated, numbered and distributed on a "first come, first served" basis. A completed registration form is required to speak with each individual completing their own form and limited to addressing one subject per meeting. The City Attorney will review all registration forms to determine the appropriateness of each item. Only items that the Common Council has the responsibility for or authority to take action on will be heard. Speakers utilizing the microphone at the podium will state their name and address prior to addressing the Council. Each speaker will be allowed three (3) minutes to speak. The City Clerk will maintain the timer and inform the speaker when 30 seconds are remaining. A limit of three (3) speakers per topic per meeting will be imposed. The maximum time allotted for public comment is thirty (30) minutes. The Council reserves the right to further restrict these time limits.

Item referred to: _____

Date: _____

An appropriate response will be sent in a timely manner.

APPROVED BY THE COMMON COUNCIL: February 24, 2004

S:\Clerks Office\Policies Procedures and Emergency Plans\PUBLIC COMMENT.docx

S:\Clerks Office\Policies Procedures and Emergency Plans\PUBLIC COMMENT.pdf

LASERFICHE:\Stoughton\Policies Procedures and Emergency Plans\Public Comment