

## **CITY OF LAWDALE - PUBLIC MEETING SPEAKER CARD**

The purpose of this card is to ensure that the speaker's name is properly recorded in the meeting minutes and to provide contact information for later staff follow-up, if appropriate. This document is a public record subject to disclosure under the Public Records Act. Speakers are not required to fill out this card.

NAME: (please print) \_\_\_\_\_ DATE: \_\_\_\_\_

**OPTIONAL:** ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

Public participation is encouraged at all meetings. If you wish to address the legislative body regarding a matter on the agenda, you will have an opportunity to speak following the staff report and prior to the vote. Comments regarding matters not listed on the agenda will be heard during the "Oral Communications" or "Items from Citizens" portion of the meeting.

### **I WOULD LIKE TO SPEAK TO:**

\_\_\_\_\_ on \_\_\_\_\_  
Identify the legislative body, e.g., City Council, Redevelopment Agency, Commission/Committee Meeting Date

### **DURING**

ORAL COMMUNICATIONS/ITEMS FROM CITIZENS: Yes No

AGENDA ITEM NO. \_\_\_\_\_ TOPIC: \_\_\_\_\_

*(For other policies and presentation tips, please see reverse side)*

## **POLICIES AND TIPS**

### **ON MAKING YOUR PRESENTATION**

The following are provided to inform you of city policies:

- In the "Oral Communications" or "Items from Citizens" portion of the meeting, members of the public may address the legislative body regarding any matter which is within the subject matter jurisdiction of the legislative body and not already listed on the agenda.
- Responses from the legislative body to comments made in Oral Communications/Items From Citizens will be made after all speakers have concluded their remarks.
- Under state law, the legislative body may not take action on matters not described and listed on the agenda. However, subjects raised may be referred to staff or placed on the agenda of a subsequent meeting.
- The members of the legislative body and audience must preserve order and decorum, and must not delay or interrupt the proceedings, disturb the peace of the meeting, interrupt another speaker, or refuse to obey the orders of the council or the presiding officer.
- During City Council meetings, there is a three minute time limit for each presentation.

To make the best use of your time and ensure that your statement is clearly heard and understood, we suggest:

- When your name is called, come forward to the speaker's podium.
- Adjust the microphone so that it is approximately five inches away.
- State your message clearly and concisely. Avoid repeating yourself.
- At the conclusion of your remarks, summarize your concern or request.