



PUBLIC INPUT AT YOUR DESTIN CITY COUNCIL MEETING

In an effort to ensure all citizens have the opportunity to address the Council regarding their concerns, the Mayor and Council respectfully request that you follow the following procedures:

GENERAL COMMENTS

- Wait for your agenda item..."Comments from the Audience" to be announced and the mayor to recognize you. If, perchance, you are overlooked, raise your hand and wait patiently to be called upon.
- **Please limit comments to five (5) minutes.** All comments should be directed to the Mayor.
- Any person making personal, impertinent or slanderous remarks, or who shall become boisterous or use offensive language, will be requested to leave the meeting, either voluntarily or with the assistance of the Sheriff's Office.

PUBLIC HEARINGS

- The Mayor will open a public hearing to receive comments in support of or opposition to the proposed project, at which time you should raise your hand for recognition. In the case of quasi-judicial proceedings, you must announce your intent to testify at the opening of the hearing so that the City Attorney can swear you in.
- Make all comments from the podium. Speak into the microphone and state your name and address for the record.
- Please state your position clearly and succinctly without belaboring the point. If your position is the same as another's who has previously testified and you have nothing new to contribute, you should simply state your concurrence with that person's viewpoint.

SCHEDULED PRESENTATIONS FROM THE AUDIENCE

- If you wish to speak on a matter not otherwise scheduled for the agenda, complete a Speaker Form (attached) and return to the City Clerk or City Manager. **NOTE: Forms must be turned in by noon on Wednesday prior to the meeting along with all supporting documentation in order to make the next scheduled meeting** (see directions for materials at the bottom of the accompanying form).
- At the meeting, approach the podium when recognized by the presiding officer and state your name and address for the record. Speak clearly and succinctly. Please limit your comments to five minutes or less, keeping them on point.

Thank you for your interest in our City, your willingness to take part in the democratic process, and your adherence to this policy.



SPEAKER'S FORM
City of Destin Council Meeting

In an effort to better serve the community, the City Council requests that items or requests to be presented before Council be provided to the City Clerk by noon on Wednesday of the week prior to the meeting. **Any related materials that you wish to distribute to Council in support of your item must be submitted at that time as well** [see note at bottom of page]. This will give Council adequate time to review your request and make any necessary inquiries. In addition, the staff may need to contact you in response to your topic of concern or in response to action directed by the Council.

As you complete the form below, please note that **certain fields marked by * are required**. Late or incomplete forms, particularly where required information is omitted, will be deferred by Council to a future meeting pending receipt of all information.

The City appreciates your cooperation and adherence to these guidelines.

******* PLEASE PRINT *******

DATE OF REQUEST: _____ ***COUNCIL MEETING DATE:** _____

***NAME:** _____ ***PHONE #:** _____

ADDRESS: _____ **EMAIL:** _____

***TOPIC/ISSUE** _____

***HAVE YOU SPOKEN WITH CITY STAFF ABOUT THIS ISSUE? If so, who and when?**

***DESIRED ACTION BY COUNCIL?** _____

PRESENTATION MATERIALS ATTACHED?: YES _____ NO _____ # OF PAGES _____

NOTE: Only one set of materials is required for submission unless color copies are desired. The City will make and distribute the correct number of black/white copies to the Mayor, Council and appropriate staff. However, those persons desiring color copies to be distributed must provide 21 complete sets at the time of submission.