

## REQUEST TO BE HEARD

Request is hereby made to be heard during the discussion of the following agenda item:

Date: \_\_\_\_\_ Agenda Item: \_\_\_\_\_

Subject: \_\_\_\_\_

Name: (Please print legibly) \_\_\_\_\_

Address: \_\_\_\_\_

\*E-Mail Address (optional): \_\_\_\_\_

\*Phone # (optional): \_\_\_\_\_

Please read the Pledge of Public Conduct and Town Code Section 30.06(E), Addressing the Commission, printed on the back of this form. ***Give this request to the Town Clerk*** for submission to the Mayor. The Mayor will call upon you to speak at the appropriate time.

**\*Note:** Under Florida law, e-mail address and phone number are considered public records when submitted to a government entity. If you do not want this information released in response to a public records request, you should not complete this section of this form. All written documents are also considered public records and open for inspection upon request.

The Town respectfully asks your cooperation with this pledge in appearances before the Town Commission.

### **Pledge of Public Conduct**

We may disagree, but we will be respectful of one another.

We will direct all comments to issues.

We will avoid personal attacks.

### **SECTION 30.06 ADDRESSING THE COMMISSION**

Any person desiring to address the Town Commission regarding an item on the agenda shall first secure the permission of the chair.

(E) Each person recognized for the purpose of addressing the Commission shall step forward to the podium, with microphone thereon, and shall give his name and address in an audible tone for the record, and unless further time is granted by the Commission, shall limit his address to three (3) minutes or such additional time as may be granted by the Chairman or by action of a majority of the Commission.

All remarks shall be addressed to the Commission as a body and not to any member thereof. The Mayor will field or refer the questions. No person, other than a Commissioner and the person having the floor, shall be permitted to enter into any debate or discussion without the permission of the chair.