

City of Lawndale
PUBLIC MEETING SPEAKER CARD

This information is a public record subject to disclosure under the Public Records Act, will be used for the meeting minutes, and may be used for later staff follow-up.

Date: _____ I would like to speak to: _____
e.g., City Council, Planning Commission, etc.

Agenda Item No.: _____ **Comment:** _____

General Public Comment: _____

Optional

Name

Address

Phone Number

Email

For policies and presentation tips, please see below
Speakers are not required to fill out this card

POLICIES AND PRESENTATION TIPS

The following are provided to inform you of city policies:

- You will have an opportunity to speak following the staff report and prior to the vote.
- During City Council meetings, there is a **three minute time limit** for each item or six minutes if the assistance of a translator is required.
- Comments regarding matters not listed on the agenda will be heard during the "Oral Communications" or "Items from Citizens" portion of the meeting.
- Responses from the legislative body to comments made in "Oral Communications" or "Items from Citizens" portion of the meeting 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.
- Review LMC 2.04.120 "Propriety of conduct at council meetings" <http://qcode.us/codes/lawndale/>

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

- When "Oral Communications" or the item you wish to address is announced, form a line near the flag and approach the podium when open.
- 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.