

**CITY OF LAWNSDALE - REQUEST TO ADDRESS THE LEGISLATIVE BODY**

This document is a public record subject to disclosure under the Public Records Act. Speakers are requested, though not required, to fill out this card and present it to any staff member prior to the public portion of the meeting. Submitting this card does ensure that your name will be properly recorded in the minutes.

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

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

CITY: \_\_\_\_\_ 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 Items From Citizens portion of the meeting.

**I WOULD LIKE TO ADDRESS THE:** (check only one - more than one card may be submitted)

- |                     |                                     |                      |                  |
|---------------------|-------------------------------------|----------------------|------------------|
| City Council        | Housing Authority                   | Redevelopment Agency | Cable Corp       |
| Planning Commission | Parks, Rec & Social Svcs Commission |                      | Cable Commission |

**REGARDING**

Items From Citizens: \_\_\_\_\_ Topic: \_\_\_\_\_

Agenda Item No.: \_\_\_\_\_ Topic: \_\_\_\_\_ In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

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

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## **POLICIES AND TIPS**

### **ON MAKING YOUR PRESENTATION**

The following are provided to inform you of city policies:

- ?? In the 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 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 listed on the agenda. Subjects raised under Items From Citizens may, however, be referred to staff or placed on the agenda of a subsequent meeting.
- ?? Participants should address the legislative body as a whole and not individuals.
- ?? Campaigning or personal attacks are inappropriate and we urge participants to use appropriate restraint so that meetings can be conducted in an orderly manner and with proper decorum.
- ?? There is a five 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.

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