

CITY OF SAGINAW
CITY COUNCIL PERSONAL APPEARANCE REQUEST FORM

Thank you for requesting to speak to the City Council. Your remarks will be heard not only by the members of City Council, citizens in the Council Chamber, and members of the news media attending the meeting, they will be heard as well by many City and area residents who watch the Council meeting on Saginaw Government Television (SGTV). For this reason, we respectfully ask that you follow these rules during your appearance.

1. Requests to make a Council appearance shall be made to the City Clerk no later than 1:00 p.m. on the day of the Council meeting in writing, by telephone, or by fax.

Room 102, City Hall	(989) 759-1480-telephone
1315 S. Washington Avenue	(989) 759-1447-facsimile
Saginaw, MI 48602	(989) 759-2199-TDD Device

(Note: For special meetings and meetings held at times other than 6:30 p.m., the deadline is 6 hours prior to the meeting.)

2. The request shall include the requestor's residence address and subject matter of the appearance.
3. Each speaker is limited to **three (3) minutes** unless the Council shall by majority vote extend that time.
4. Speakers appearing before Council for Personal Appearances shall limit their remarks to business that is within the City of Saginaw's jurisdiction. During Special Single-Subject meetings the speaker must limit their remarks to the single subject of the meeting.
5. Speakers shall address their remarks to the Council as a whole, not to individual Council members, City staff or the audience.
6. Speakers may ask general questions about the topic of their presentation. All such questions will be referred to City Staff for appropriate follow up. Speakers shall not ask questions of specific Council members.
7. The Council shall not permit personally abusive attacks or slanderous or profane remarks about any person. Nothing herein is intended to limit or restrain negative, positive or neutral comment about the manner in which an individual employee, officer, official or Council member carries out his or her duties in public office or employment.

Violation of any of these rules will be considered a breach of order, for which the speaker's appearance will be terminated. Refusal to yield the floor will be considered a breach of peace and subject the violator to removal from Council Chambers.

Name: _____

Address: _____

City _____ State _____ Zip _____ Phone _____

Date of your appearance before Council: _____

The subject matter related to business within the City of Saginaw's jurisdiction is:

Topic: _____
