

REGISTRATION FORM TO SPEAK AT CITY COUNCIL MEETING

To: The Honorable Mayor
And
Members of the City Council
City of Des Moines, Iowa
c/o City Clerk

I/We _____,
(Please Print)

hereby request permission to speak at the Des Moines City Council
meeting of _____, regarding

Have you contacted any City Staff regarding the subject matter of your request? If so, please advise which department or individual.

Name: _____
(Signature)

Address: _____

Daytime Phone: _____

PROCEDURAL RULES OF DES MOINES CITY COUNCIL:

Part III. Agenda

Rule 16. Citizen Agenda Requests. Any citizen may request the right to have an item placed on the Agenda (including a request to speak) by filing such request in writing with the City Clerk prior to 5 p.m. on the Tuesday preceding the Council meeting.

Part V. Citizen Participation

Rule 27. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council only upon specific Agenda Items.

Rule 28. Manner of Addressing Council. A person desiring to address the Council shall step to the podium, state his or her name, address, and group Affiliation (if any) and speak clearly into the microphone.

Rule 29. Time Limit on Citizen's Remarks. Citizens shall be limited to five minutes speaking time per item, unless additional time is granted by the presiding officer. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

A committee will review this request and contact you if it is approved for moving forward to Council.

Please return this form along with any supporting documents, to:

- Hand deliver or mail to the following address:

City Clerk's Office
400 Robert D. Ray Drive
Des Moines, IA 50309