

# City of Freeport City Council Attending Citizens Comments Registration Form

We welcome your comments; please keep your comments brief and professional  
Each pre-registered guest has up to 4 minutes per council meeting to speak  
See reverse side for rules and procedures

Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Organization: \_\_\_\_\_

**Would you like to speak during the City Council Meeting?** (Circle one) **Y / N**

(Speaking guests and/or citizens will be called upon at the appropriate time to speak)

You can register your opinion or comments on a specific agenda item if you don't want to personally speak during the formal council meeting by completing the below information. These acknowledgements will be delivered to the presiding officer of the meeting for consideration at the appropriate time during the meeting.

Council Agenda Item: # \_\_\_\_\_  for /  against Brief written statement: \_\_\_\_\_

Council Agenda Item: # \_\_\_\_\_  for /  against Brief written statement: \_\_\_\_\_

Council Agenda Item: # \_\_\_\_\_  for /  against Brief written statement: \_\_\_\_\_

Council Agenda Item: # \_\_\_\_\_  for /  against Brief written statement: \_\_\_\_\_

Council Agenda Item: # \_\_\_\_\_  for /  against Brief written statement: \_\_\_\_\_

Other general written comments:

*Completed forms must be returned to the City Secretary before the meeting is called to order to be considered.*

*Thank you for your concern and participation in our municipal government*





**Jerry Cain**  
*Mayor*

**Lance Petty**  
**City Manager**

On this day, June 21, 2010, the Freeport City Council does hereby adopt and affirm the below civil and orderly set of rules and procedures. These procedures are adopted to facilitate an open, courteous, orderly and professional public meeting while handling the affairs of the City of Freeport. The purpose of council meetings is to handle the business of the City in a professional orderly manner. Citizens are welcome and encouraged to be a part of, witness, and when applicable address the council in a professional and courteous manner.

In order to insure all Freeport City Council meetings are conducted in an orderly and businesslike manner, all attendees and participants will adhere to the following adopted rules and procedures related to council meetings.

Attending citizens and/or guests:

1. Citizens and/or guest must remain silent from individual conversation and/or meeting distractions/disruptions in the in the audience.
2. Cellular phones or other electronic devices that by design or use that make noise are prohibited from use during the council meeting. The exception to this rule is if the device is being used during an authorized presentation to the council during the meeting.
3. Citizens and/or guest are permitted to address the council only during the agenda item appropriately titled "Citizen Comments". Persons desiring to make a comment must pre- register with the City Secretary before the start of the meeting. Persons who fail to register will not be allowed to comment during the formal meeting of the council. Recognized pre- registered citizens and/or guests desiring to make a comment may only speak from the guest/presentation podium when called upon. These comments must not exceed four minutes per person per meeting, unless otherwise authorized by a majority of the council members present.
4. Comments must be professional and businesslike. Comments must address the council as a governing body. Questions specifically to a particular council member or directed to a specific employee of the city will not be permitted.
5. Citizens and/or guest may file a support or opposition card related to a specific item on the agenda with the City Secretary. These forms must be filled out and completed prior to the beginning of the formal council meeting.

Furthermore, it is the responsibility of the City Manager to appoint a Sergeant At Arms position to attend all scheduled council meetings to ensure compliance and enforcement of these established orderly procedures.

Violations of established procedures will be addressed with a courteous warning from the Sergeant At Arms. A second violation will result in removal from the meeting and other legal actions based on the egregiousness of the violation and disruption of the public meeting.

