



ZIONSVILLE

TOWN HALL

REQUEST TO SPEAK CARD

Zionsville Town Council

Please Print Legibly

Date: _____

Name: _____

Address: _____

Telephone Number: _____

Are you a property owner in the Town of Zionsville? Y _____ N _____

Agenda Item Number and Subject: _____

Speaking in Favor: _____ Speaking in Opposition: _____

TURN COMPLETED FORM INTO THE MUNICIPAL RELATIONS
COORDINATOR **BEFORE** THE START OF THE TOWN COUNCIL MEETING
OR YOU WILL NOT BE ALLOWED TO SPEAK DURING THE MEETING.

PLEASE DETACH AND KEEP THIS PORTION

GUIDELINES FOR SPEAKING AT TOWN COUNCIL MEETINGS

The “Request to Speak” Agenda Item

Number of speakers – limited by the time allotment noted below

Time limit per speaker - maximum of three (3) minutes

Time allotment – A total of fifteen (15) minutes shall be reserved for public comments.

The Council, at its discretion of the Town Council President or his/her designee, may ask questions of the person who addressed the Council. The individual speaking is not allowed to direct questions to a member(s) of the Council.

Public speaking is limited to items on the current agenda being considered or voted on by the Council.

Speakers must keep their comments only to the agenda item(s) specified on their card. Any attempt to circumvent these rules will result in immediate termination of speaker’s allotted time and may result in the loss of speaking privileges at future meetings.

Procedures for Speaking on the “Request to Speak” Agenda Item

When called upon to speak, the person shall:

- Come forward to the podium.
- Speak directly into the microphone.
- State their name and address clearly for the record.
- Address all comments to the Council President and speak only when recognized by the Council President.
- Not make comments to or address the audience.

Individuals may also provide written comments to the Council. Such written comments must be received by Monday the week before the meeting to be incorporated into the packet and minutes. They can be emailed to: mrc@zionsville-in.gov.

Individuals are encouraged to contact the member(s) representing them if they wish to present before Council. Such requests will be considered and approved on a case-by-case basis by the President or his/her designee.