

PUBLIC SPEAKING

SIGN-UP SHEET AND SPEAKING GUIDELINES

Council welcomes the attendance and input of City of Warren residents at their Legislative and Committee Meetings.

In order to maintain an orderly process in speaking, Council rules are as follows:

1. During “Public Comments” the speaker is allowed to address Council or the Administration on subject related to public interest and welfare.
2. **Each speaker is allowed to speak for no more than three (3) minutes.** The Clerk of Council or Deputy Clerk of Council will keep time with assistance of a timekeeping device and notify the President of Council when the speaker’s time has expired.
3. Speakers shall not make any personal attacks on any public official during their comments. Failure to abide by this rule after being warned by the President of Council shall be cause for the Council President to terminate the speaker’s time.
4. Before being permitted to speak before Council an individual must complete a form to address Council that will be available from the Clerk of Council prior to the regular legislative meeting. Such form will require the speaker’s name, address, telephone number, city ward in which they reside if applicable, and the subject of their comment.
5. **The completed form must be returned to the Clerk of Council by 4:45 PM the day of the meeting** in order for the speaker to be allowed to address Council.
6. Accusations of illegal conduct by any public official or public employee shall not be permitted.
7. Debate between the speaker and any public official shall not be permitted by the presiding officer.
8. One subject shall not consume more than fifteen (15) minutes.

Any time you have a problem that needs addressed, you do not have to wait for a Council Meeting. You may:

1. Contact the department direct listing is alphabetical under WARREN in the telephone book.
2. Contact the Safety-Service Director at City Hall – 330-841-2602.
3. Contact your Ward Council Member.

**PLEASE PLACE ME ON THE AGENDA FOR SPEAKING AT THE
REGULAR MEETING OF _____**

NAME _____

ADDRESS _____ ZIP CODE _____

TELEPHONE # _____ WARD _____

SUBJECT MATTER TO BE DISCUSSED:
