



GUIDELINES FOR ADDRESSING THE SAHUARITA TOWN COUNCIL

The Sahuarita Mayor and Council welcomes public comments on town issues. Order must be maintained and compliance with State Laws apply. State Law allows the Mayor to implement time constraints for public comments/discussions, and permits the Mayor to impose restrictions, such as prohibiting repetitive comments and disruptive behavior, when circumstances warrant.

CALL TO THE PUBLIC FOR CONSENT AGENDA AND NON AGENDA ITEMS

- Call to the Public is **limited** to issues which are on the Consent Agenda and/or issues which the town can lawfully act upon at a future meeting. Discussion is not permitted on issues the Town Council cannot act on in the future.
- Remarks are limited to **three minutes or less** and should consist of general statements about the town or the Town Council as a whole, and not personal attacks or direct arguments. **(If the issue you present is not listed on the agenda, State Law prohibits the Town Council from discussing or responding to the issue at this meeting).**
- At the conclusion of Call to the Public, individual members of the Town Council may respond to criticism made by those who have addressed the Council; ask staff to review the matter; or request the matter be placed on a future meeting agenda.

PUBLIC DISCUSSION FOR REGULAR AGENDA ITEMS

- If you wish to comment on a regular agenda item, please make your remarks at the time that issue is being considered. Note the Agenda Item # on the Speaker Card.
- Except for public hearings, public comment is allowed on items on the agenda **as permitted by the Mayor**. All comments are addressed to the Town Council as a whole and not to an individual Council Member and must be limited to **three minutes or less**. No person, other than the individual speaking, shall enter into the discussion without the Mayor’s permission.

SPEAKER REQUEST CARD

Date: _____

To address the Town Council, please **complete the information below and submit this card to the Town Clerk**. Information on this card is used to correctly spell your name in the official record and allow staff to contact you regarding your questions or concerns. One topic per speaker card. Check the corresponding box below:

CALL TO THE PUBLIC

AGENDA ITEM # _____

Name:

Are you a Sahuarita resident? Yes No

Contact Information:

Comments:

When the Mayor calls your name, please come to the podium and state your name for the record.

PLEASE TEAR OFF AND SUBMIT TO TOWN CLERK