



# GUIDELINES FOR ADDRESSING THE SAHUARITA TOWN COUNCIL

The Town of Sahuarita welcomes public comments on town issues; however, order must be maintained and compliance with State Laws must apply. Please review this document prior to addressing the Town Council. The Mayor and Council encourage public comment in accordance with these guidelines.

## CALL TO THE PUBLIC FOR CONSENT AGENDA AND NON AGENDA ITEMS

- State Law requires that Call to the Public be **limited** to discussions on Town issues which are on the Consent Agenda and/or issues which the Town can lawfully act upon at a future meeting. No discussion is permitted on issues over which the Town Council does not have the power to act in the future.
- Remarks must be limited to **three minutes or less** and should only 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 are raising is not listed on the agenda, State Law prohibits the Town council from discussing your issue, or even responding to your concern 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 that the matter be placed on a future 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.
- Except for public hearings, public comment may be allowed on items already on the agenda only as permitted by the Mayor. All comments must be 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.
- State Law allows the Mayor to implement time constraints for public comments/discussions, and also permits the Mayor to impose restrictions, such as prohibiting repetitive comments and disruptive behavior, when circumstances warrant.

Agenda Item Number: \_\_\_\_\_

### SPEAKER REQUEST CARD

If you would like to address the Council, please **complete this information and submit it to the Town Clerk**. This will help to insure the correct spelling of your name when placed in the official record. If you are speaking on more than one item, please use a separate form for each item. **When the Mayor calls your name, please step up to the podium and state your name for the record.**

Name (PRINT): \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Agenda Item #: \_\_\_\_\_

Comments: \_\_\_\_\_

*Please tear off and submit to Town Clerk*