



**CITY OF SAN CARLOS
SPEAKER SLIP**

Note: Speakers are limited to two (2) minutes

Date: _____

I would like to speak on Agenda Item Number _____ OR An Item NOT on the Agenda

Name: _____

City of Residence: _____

Phone: _____ Email: _____

If you are speaking on behalf of a homeowner's group, business firm, etc., please give its name:

Note: The information you provide is optional. However, for minutes preparation and/or in the event that staff may need to contact you, we request that this form be completed. Once it has been submitted to the City Clerk or staff secretary, the information becomes public record. Please note that you are not required to complete this form or state your name and residence in order to speak. **A two minute time limit** will be imposed on all speakers other than staff members.

Assisted-listening devices available upon request.



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Instructions for addressing the City Council/ Planning Commission or other City Commission:

1. Fill out the other side of the form. All information provided is optional.
2. List the Agenda Item number and letter you wish to speak on.
3. Give Speaker Slip to the City Clerk or staff secretary. The Mayor or Chair will call upon you at the appropriate time.
4. You have two (2) minutes to speak. Please be respectful of the time limit.
5. Meetings are taped, so speak clearly into the podium microphone.
6. Clapping, jeering, or cheering at speaker's comments is strictly prohibited.

Assisted-listening devices available upon request.