

**REQUEST TO ADDRESS THE COMMON COUNCIL**

Elected members of the City of Charlestown Common Council have the right and responsibility to speak at Council meetings. Others may be granted the privilege of making public comment, at the discretion of the Council, as follows:

- 1) Persons wishing to address the Council must complete this *Request* legibly and deliver it to the office of the City Clerk/Treasurer at **304 Main Cross, Charlestown, Indiana 47111** at least two (2) business days in advance of the Council meeting where the applicant wants to address the Council (by close of business Thursday for a Monday 6:30 p.m. Council meetings). The *Request* shall specifically identify the subject matter the speaker wishes to address. Failure of a person making this *Request* to include the subject matter with sufficient specificity may result in this *Request* being denied.
- 2) Eight (8) copies of any written materials or digital recordings of any electronic presentation the speaker wishes to present to the Council must be delivered to the Clerk/Treasurer with this *Request*. Copies of Electronic submissions shall be on a USB memory stick. Copyrighted materials shall not be presented without permission of the owner.
- 3) Persons addressing the Council must keep comments focused on the subject matter disclosed in this *Request*.
- 4) Persons addressing the Council shall demonstrate respect for all parties and must comport themselves with proper decorum.
- 5) Each person making a Request will have three (3) minutes to address the Council. Upon a vote of a majority of the Council, a person's time to address the Council may be extended.
- 6) If a person addressing the Council has failed to follow these Rules, that person may have the privilege of addressing the Council revoked, temporarily or indefinitely.

**Date of Common Council Meeting when I wish to address the Council:** \_\_\_\_\_ 20\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Specific Subject Matter I wish to address** (failure to include the subject matter with sufficient specificity may result in a *Request* being denied. If additional space is necessary use the back of this form):

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If you request the opportunity to have more than three (3) minutes, state why and state how long you request:

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Describe Electronic or Written Materials relating to your presentation: \_\_\_\_\_

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**I ACKNOWLEDGE THAT I HAVE READ THIS REQUEST FORM AND AGREE TO FOLLOW THESE RULES IN PRESENTING COMMENTS TO THE CITY COUNCIL:**

\_\_\_\_\_  
Signature of person making this Request

Do Not Write Below This Line – Office Use Only

Date and time received:

Received by:

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