



REQUEST TO BE HEARD

Agenda Item: _____ Subject: _____

Name: **(Please print legibly)** _____

Address: _____

*E-Mail Address (optional): _____

*Phone Number (optional): _____

Please check one:

Public

Applicant/Presenter

Staff

FOR PUBLIC HEARINGS ONLY

To present evidence and/or testimony during a public hearing, you must complete and sign the following oath.

I swear or affirm, under penalty of perjury, that the evidence or factual representation which I am about to give or present to this Board at the public hearing, held this _____ day of _____, 20_____, is truthful.

Signature: _____

Please read the Pledge of Public Conduct and Town Code Section 30.06(E), Addressing the Commission, printed on the back of this form. **Give this request to the Town Clerk** for submission to the Mayor. The Mayor will call upon you to speak at the appropriate time.

***Note:** Under Florida law, e-mail address and phone number are considered public records when submitted to a government entity. If you do not want this information released in response to a public records request, you should not complete this section of this form. All written documents are also considered public records and open for inspection upon request.



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The Town respectfully asks your cooperation with this pledge in appearances before the Town Commission.

Pledge of Public Conduct

We may disagree, but we will be respectful of one another.

We will direct all comments to issues.

We will avoid personal attacks.

Audience members wishing to speak must be recognized by the Chair.

Speaking without being recognized will be considered as "Out of Order."

SECTION 30.06 ADDRESSING THE COMMISSION

Any person desiring to address the town commission during a public meeting shall first be recognized by the person presiding over the meeting.

(C) Each person recognized for the purpose of addressing the commission shall step forward to the podium, with microphone thereon, and shall give his or her name and address in an audible tone for the record. For all non-quasi-judicial public hearings, legislative matters, or other matters, each person speaking on a subject shall limit his or her address to three minutes or such additional time as may be granted by the mayor or by action of a majority of the commission. No persons shall be permitted to transfer their available time, if not utilized, to other speakers without action of a majority of the commission. All remarks shall be addressed to the commission as a body and not to any member thereof. No person, other than a commissioner and the person having the floor shall be permitted to enter into any debate or discussion without the permission of the chair.

(D) For all quasi-judicial public hearings, the following time guidelines shall apply:

(1) In order to manage and improve the timing and quality as well as the clarity of presentations, the town commission has established the following guidelines for presentations by petitioners as well as public comment for all quasi-judicial public hearings. It is the expectation of the town commission that presentations by petitioners will take approximately 20 minutes, public comments approximately five minutes per person, and there will be a rebuttal opportunity for the petitioner for an additional five minutes. Applicants are expected to respect these guidelines of the town commission.

(2) Similarly, petitioners as well as members of the public are encouraged to provide any documentary evidence to the commission as many days prior to the public hearing as possible. If voluminous documentation is presented to the commission at the time of the hearing, the commission may choose to postpone their decision in order to review the material presented or to take other appropriate action. Any written documentation presented or read into the record shall be submitted to the town clerk as part of the official record of the meeting.

(3) The mayor is authorized to modify these time guidelines as necessary.

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