



Request to Address the City of Glenpool in Open Meeting *(Please submit one form for each agenda item)*

Date of Meeting: _____

Please Print

Required Information:

Name: _____ Day Time Phone: (_____) _____

Address: _____ City: _____ State: _____

Email Address: _____

NON-AGENDA ITEM

Citizen's Opportunity to Speak under the "Public Comments/Announcements" section of agenda.

This time on the agenda is granted for citizens to speak on any subject NOT on the agenda but related to City services. **PLEASE BE AWARE** that pursuant to the Oklahoma Open Meeting Act, neither the City Council nor any City board(s) can discuss or take any action on topics presented during Public Comments.

Topic of Public Comment/Announcement: _____

Supporting Materials/Exhibits submitted (if any): _____

AGENDA ITEM

Agenda Item Number: _____ (i.e.; E1, B4, etc.)

I wish to speak IN FAVOR of this item

I wish to speak IN OPPOSITION of this item

— I do not wish to speak, however please record my SUPPORT OPPOSITION

Supporting Materials/Exhibits submitted (if any):

Please turn in your form(s) to the Clerk/Secretary at least 5 min prior to the beginning of the Meeting.

This form and all information contained thereon shall be subject to inspection and conveyance to a requesting party pursuant to the Oklahoma Open Records Act and is hereby considered an Open Record for said purposes. No confidentiality shall apply to any information on this form unless specifically enumerated under the Oklahoma Open Records Act.



GUIDELINES IF YOU WISH TO SPEAK AT A CITY COUNCIL, BOARD OR COMMISSION MEETING

Public Hearing Information

The Chair will announce the case & read the action requested.

The Chair will ask if the applicant is present & if there are protestants or other interested parties.

The applicant will be given time to present the case. The Board may set a time limit for each speaker.

City Staff members are a resource to the Council/Board & are present to answer questions & provide additional information.

Be advised that all exhibits given to the Council/Board will be kept & made a permanent part of records.

After the Council/Board has heard from all interested parties the applicant may be allowed time to rebuttal. During the hearing, the Council/Board may ask questions of the applicant at any time.

After the presentations, the Mayor/Chairperson will close the public comments & discuss the case with other members of the Council/Board and vote on the application. All such discussions among Council/Board members will be public unless an executive session is posted on the agenda. No comments will be made from the public or applicants during this time.

WHEN YOU SPEAK

Adjust the microphone at the podium so that it is pointed at your mouth, speak clearly & for the record begin by stating your name, (spelling of your last name) address & whether you reside or own a business in the City of Glenpool.

Please do not repeat comments of previous speakers, focusing on new or unique information that other speakers have not covered.

Comments should address the merits or problems of the issue. Personal attacks on previous speakers or applicants are generally not helpful. In any event, the speaker is responsible for the content of the speech.

Speakers will be heard upon recognition by the Mayor/Chairperson. Remarks shall be addressed to the Council as a whole & not any individual Council/Board member. Please do not speak to the audience or to any individual in the audience.

Unless indicated otherwise, speakers are requested to limit comments to approximately two minutes.

ADDRESSING THE COUNCIL/BOARDS

Public Comment during a council meeting is a privilege, not a right. Speakers are requested to conduct themselves with respect and consideration of others. It is the prerogative of the mayor or other Councilor Chairing the meeting to control the pace & timing of comments or terminate comments if necessary to preserve order.