

**REQUEST & PETITION OF CITIZENS TO CITY OF RALEIGH COUNCIL**

The City Council meets in regular session on the first and third Tuesdays of each month. On the first Tuesday, requests by citizens will be heard during the 7 P.M. session; On the third Tuesday, requests by citizens will be heard during the 1 P.M. session, **but will not be heard before 2 P.M.** Requests by citizens to appear on the City Council Agenda should be addressed to the City Clerk. In an effort to aid the citizens and the City Council, use of this form is suggested.

Please keep your remarks to three (3) minutes or less. If there is back-up information you wish to submit to the City Council, please submit it with this form. This form and all backup material is public record.

Please **PRINT** all information: E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

ORGANIZATION / INDIVIDUAL REPRESENTED: \_\_\_\_\_

I WISH TO ADDRESS THE CITY COUNCIL ON: \_\_\_\_\_  
(Date of Meeting)

TOPIC: Statement of presentation you wish to make and statement of action you wish Council to take. Attach additional sheets if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if you plan to use a video or PowerPoint with your presentation. Requirements are outlined below

\_\_\_\_\_  
Signature or typed name

**The deadline for returning this form is Tuesday, 12:00 Noon, two weeks prior to the scheduled meeting.** If a holiday falls in the time frame, please call the City Clerk's office to determine the deadline. Once this form is submitted, no further reminder will be given; it will be up to the citizen to attend the appropriate meeting. Citizens may call the City Clerk's Office to confirm receipt of their form and submittal to the appropriate City Council Agenda.

Please Return this form to: City Clerk & Treasurer  
222 W. Hargett St., Suite 207  
Raleigh, NC 27601  
(919) 996-3040 8:30 A.M. – 5:15 P.M. FAX (919) 996-7620  
**Mail To:** P. O. Box 590  
Raleigh, NC 27602  
**Email To:** [CityClerkPetition@raleighnc.gov](mailto:CityClerkPetition@raleighnc.gov)

**Electronic Presentation Requirements:**

- To allow staff time to load presentations into the presentation system, electronic presentation files are to be submitted to [CouncilPresentation@raleighnc.gov](mailto:CouncilPresentation@raleighnc.gov) or in person to the Communications Office no later than 5 P.M. the Thursday prior to the Council Meeting. **Electronic Files brought to the meeting will not be loaded for use.**
- No other computers, players or other presentation devices may be hooked up to the presentation system for any reason.
- Please arrive at least a half-hour prior to start of Council meetings for orientation on use of the presentation system.