

REQUEST & PETITION OF CITIZENS TO CITY OF RALEIGH COUNCIL

The City Council meets in regular session on the first and third Tuesday 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. Remarks will be limited to three (3) minutes. All information on this form is part of the 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.

By signing this request, I agree to abide by the Rules of Decorum.

- Check here if you plan to use a video or PowerPoint with your presentation. Requirements are outlined below. _____
Signature or typed name
- I have read and understand the Rules of Decorum.**

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 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 27602-0590
Email To: 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 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 to start of Council meetings for orientation on use of the presentation system.

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Request & Petitions of Citizens Rules of Decorum

- Only the person that has signed up to speak will be allowed to speak (no substitutions).
- Only one person is allowed to stand at the podium (no groups).
- Time limit will be enforced by the Mayor.
- Speakers are limited to one appearance per meeting.
- Sharing of or relinquishing remaining time to another speaker is not allowed.
- Speaking time cannot be assigned to another speaker.
- Failure to obey rules of decorum will forfeit remaining speaking time.