

TOWN OF MALABAR – www.TownOfMalabar.org

Speaker's Identification Card (Please Print)

Date:		Agenda Item #:	
Name:			
Address:			
Town, State, & Zip:			
Phone Number:		Email:	
Organization you are representing, if other than self:			
Agenda Item:			
Subject of Comments:			

Purpose of the Card:

- For Accurate Recording in the Minutes – proper spelling of Speaker's Name, to provide contact information for follow-up by Staff or Elected Official, and efficient meeting decorum.

Speaking Rules:

- Complete Speaker's Card prior to Council introduction of item. Use one card per item.
- Deliver completed card to the Town Clerk.
- Speaker will have 5 minutes to address the subject.
- An additional 5 minutes may be granted by a majority vote if speaker is on behalf on an organization.
- Speakers will be called upon by the Chair.
- Speakers should state their name and address for the record before making public comments.
- Speakers should only address Elected Officials and should refrain from addressing Town Staff or members of the audience.