

City of Merced City Council Meetings

Citizen Participation Instructions

Members of the public have the opportunity to ask questions or to give comments at the time specific agenda items are considered. Normally, for each agenda item there will be a staff presentation, followed by comments or questions from Council/Authority Members. **It is helpful if those wishing to address the Council/Authority submit a completed “Request to Speak” form.** For Oral Communications, the “Request to Speak” form must be submitted *prior* to the time the City Clerk calls for speakers. For all other agenda items, the “Request to Speak” form should be submitted *before the item is closed to public testimony*. After any public input, the Council/Authority may engage in further discussion before taking action, or before moving on to the next agenda item.

To address the City Council, please complete a “Request to Speak” form and place it in the drop-box located on the wall inside the Council Chamber on the right-hand side of the auditorium, or you may wish to hand it directly to the Clerk.



City of Merced Request to Speak Form

Name: _____ City of Residence: _____ Date: _____

Representing: Myself
 Organization _____

Topic you will be speaking on: _____

Is this topic on the Agenda?
 No
 Yes - Agenda Item #: _____

Email Address: _____

Please submit this request to the City Clerk prior to the meeting.

Time Allotted to Speakers:*

3 speakers or less – 5 minutes each;

Over 3 speakers – 3 minutes each

Public Hearing: Applicants and Appellants – 15 minutes each (including rebuttal)

(The timer clock, located on the wall of the Council Chamber on the left-hand side of the auditorium, indicates the speaker's remaining allotted time. You will hear a beeping sound when the allotted time is exhausted. Please be courteous and respect the time limits by concluding your discussion promptly.)*

Oral Communications: Oral Communications cannot be acted upon by the City Council *if the subject matter is not on the printed agenda*. Therefore, although the City Council will listen to the concerns presented by citizens during Oral Communications, it will not take action on any item that is not listed on the agenda.

Reminders: Please be brief and to-the-point. Avoid repeating what previous speakers have said. If two or more individuals are present as a group and wish to speak on one side of an issue, select a single spokesperson to present your views.

Please contact the City Clerk's Office (209-388-8650) with any questions.