

# City of Merced City Council Meetings

## Citizen Participation Instructions

The public has the opportunity to ask questions or comment at the time specific agenda items are considered. Normally, each agenda item will have a staff presentation followed by comments or questions by Council/Authority Members. Those wishing to address the Council/Authority must submit a completed "Request to Speak" form. For Oral Communications, the "Request to Speak" form must be submitted prior to the City Clerk's calling 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 have further discussion before taking action or moving to the next agenda item.

To address the City Council, complete a Request to Speak Form and place in the drop box located inside the Council Chambers.



**CITY OF MERCED  
REQUEST TO SPEAK FORM**

*Submit completed form prior to the Clerk/Secretary announcing the agenda item. For additional information, refer to the Citizen Participation Instructions sheet.*

(One Form Per Item)  
 Agenda Item No.: \_\_\_\_\_  In Favor     Against     Neutral/Question

(Items Not on the Agenda)  
 Oral Communications  Subject: \_\_\_\_\_

\*\*Name: \_\_\_\_\_ City of Residence: \_\_\_\_\_

Group Affiliation: \_\_\_\_\_ Are you an interpreter?:     Yes     No

\*Name of individual you are interpreting for: \_\_\_\_\_

Optional Information:  
 Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*You are not required to provide your personal information in order to speak. Please consult the Clerk/Secretary if you choose an alternate way of identifying yourself on the Request to Speak form.

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)

*\* A timer clock is located directly across from the podium showing the speaker's remaining time. A buzzer sounds 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 citizen concerns, 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 at 209-388-7100 with any questions.