City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov

Request
Public Comment - Reserved
(at end of meeting)
City Commission of Traverse City
Regular Meeting

Please Print or Type

I,_____, representing _____, pursuant to City Commission Rule 14 (see reverse side), request to be placed under "Public Comment – Reserved" on the Agenda of the Regular Meeting scheduled for Monday, _____.

I understand that 15 minutes is allowed for my presentation at the end of the meeting under **(k) Public Comment** of the Agenda

I wish to address the Commission regarding the following matter:

_____

_____

_____

_____ _____
Date Signature

_____ _____
Daytime Phone Address

_____ _____
E-mail City/Township

Regular meetings are held the 1st and 3rd Mondays of each month at 7:00 pm. *Please return to the City Clerk* no later than Monday, 5:00 pm, the week prior to your requested date.

Thank you for your interest!
Sarah Lutz, CMC
City Clerk

City Commission Rules
Excerpt

Rule 14

(b). **Public Comment during the designated Public Comment Section - Reserved.** Any interested person or any special interest group wishing to address the City Commission for a reserved time shall submit a written request to the City Clerk no later than 5:00 p.m. of the Monday immediately preceding the date of said Regular Meeting. The communication may (1) identify the writer's name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated "Public Comment" section for said Regular Meeting as made available to the news media and released for delivery to the members of the City Commission. All persons are encouraged to themselves and their address and direct their comments to the Commission. The comment of any member of the public or special interest group may be limited in time to 15 minutes except as provided in subsection (e). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.

Such requests shall be limited, per person, to two (2) per calendar year and shall appear on the written agenda. A city resident request shall take precedence over a non-city resident request. In such case, the non-city resident request shall be postponed and placed on the written agenda of a future meeting as selected by the non-city resident. In no case shall the non-city resident request be postponed more than one time.

Rule 14

(e). **Order and Duration of any Public Comment.** The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the City Commission except in accordance with these rules.