



**CITY OF QUITMAN**  
**REQUEST TO SPEAK AT THE REGULAR BOARD MEETING**

NAME OF SPEAKER(S): \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_ WARD: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME OF ORGANIZATION REPRESENTED: \_\_\_\_\_

TOPIC TO BE DISCUSSED (REQUIRED): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU DISCUSSED THIS TOPIC WITH YOUR ALDERMAN/ALDERWOMAN?    YES    NO    N/A    (Circle One)

REQUESTED BOARD MEETING DATE: \_\_\_\_\_

- Board of Aldermen regular board meetings are scheduled each month for the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 10:00AM and are held at the City Hall Boardroom located at 105 East Church Street. Any changes to the date, time, or location will be posted on the bulletin board in City Hall and on the front door of City Hall. In addition, change notices will be posted on the City of Quitman Facebook page and on the City of Quitman Website ([www.cityquitman.net](http://www.cityquitman.net))
- **TO BE PLACED ON THE AGENDA OF A BOARD OF ALDERMEN MEETING, THE PERSON OR PERSONS REQUESTING TO SPEAK AT THE BOARD MEETING MUST SUBMIT THIS COMPLETED FORM TO THE CITY CLERK NO LATER THAN NOON ON THE THURSDAY PRIOR TO THE BOARD MEETING.**
- Unless further time is granted by the Board of Aldermen, each speaker shall limit his/her address to **FIVE (5) MINUTES**.
- All remarks shall be addressed to the Board of Aldermen as a body and not to any individual member thereof. No person, other than the Board of Aldermen and the designated speaker having the floor, shall be permitted to enter into any discussion or asking a question of an Alderman either directly or through a member of the Board of Aldermen without the permission of the Mayor or presiding officer.
- **DECORUM:** No person shall make personal, impertinent, profane, or slanderous remarks, nor otherwise disturb the order and decorum of any Board meeting. The sergeant-at-arms, at the direction of the Mayor, shall remove any person violating the provisions of this subsection.

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**CITY HALL USE ONLY BELOW THIS LINE**

"REQUEST TO SPEAK" RECEIVED: \_\_\_\_\_ (DATE) \_\_\_\_\_ (TIME)

"REQUEST TO SPEAK" WILL BE ADDED TO THE BOARD MEETING AGENDA FOR: \_\_\_\_\_ (DATE)