



**CITY OF ROCKFORD COMMUNITY RELATIONS COMMISSION MEETING
SPECIAL OPEN FORUM PARTICIPATION REQUEST FORM
FOR THE MEETING ON MAY 8, 2025**

Date: _____

I request to speak during the **SPECIAL OPEN FORUM COMMUNITY RELATIONS COMMISSION MEETING** scheduled for **MAY 8, 2025** at 5:30 p.m. in City Council Chambers. I will have the ability to address those present for three (3) minutes followed by two (2) minutes of questions from the commissioners, for a total of five (5) minutes.

Name: _____

City and State in which you reside: _____

Subject: _____

Speaker interest: Pro / Con (please circle one)

Phone number: _____

This completed form must be received by the City of Rockford Department of Law no later than 12:00 p.m. (Noon) on the day before the meeting. Please submit to:

Community Relations Commission Clerk, Department of Law
City Hall, 425 East State Street, 7th Floor
Rockford, IL 61104
or
Email to: Lawrence.Cross@RockfordIL.gov
or
Fax to: (779) 235-5697

The commission clerk will call the above listed phone number to confirm or if for any reason your request cannot be honored.

SPECIAL OPEN FORUM MEETING GUIDELINES

- a) Speakers must file a written request with the Commission Clerk, Department of Law, on the form provided by the department of law. The form shall include the name of the speaker, subject matter, speaker's interest (pro or con) and the speaker's telephone number. The written request must be received by the department of law no later than 12:00 p.m. (Noon) on the day before the Special Open Forum Meeting that the speaker wishes to address.
- b) Each speaker shall be limited to three (3) minutes to address the commission. No visual aids may be used by the speakers during the meeting. Speakers may submit written material to the clerk with their written request. If the speaker wishes all commissioners to have a copy of the written material, the speaker shall submit 11 copies of the material to the clerk. A two (2) minute period to allow for questions from the commissioners will follow.
- c) Speakers may address any issue pertaining to the city; however, speakers may not address personnel matters and/or pending or threatened litigation involving the city.
- d) Speakers shall be selected based on the order in which they have filed their requests with the clerk. Any topics that are duplicative will be given priority to the person who filed their request first. Any person not allowed to speak at an Open Forum Meeting due to the number of speakers, limit of ten (10) speakers per meeting, shall be advised by telephone by the clerk.

FOR LEGAL DEPT. USE: Received: _____ (date) at _____ a.m./p.m.