



## **CITY OF ROCKFORD COMMUNITY RELATIONS COMMISSION MEETING PUBLIC PARTICIPATION REQUEST FORM**

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Date: \_\_\_\_\_

I request to speak during public participation portion of the next COMMUNITY RELATIONS COMMISSION Meeting scheduled for \_\_\_\_\_, 20\_\_\_\_ at 5:30 p.m. in City Council Chambers. I will have the ability to address those present, but understand that this will not be a question and answer format.

Name: \_\_\_\_\_

City and State in which you reside: \_\_\_\_\_

Subject: \_\_\_\_\_

Speaker interest: Pro / Con (please circle one)

Phone number: \_\_\_\_\_

This completed Public Participation form must be received by the City of Rockford Department of Law no later than 3:00 p.m. on the day of the meeting in which you would like to participate. Please submit to:

Community Relations Commission Clerk, Department of Law

City Hall, 425 East State Street, 7<sup>th</sup> 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.

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### **PUBLIC PARTICIPATION REGULATIONS**

(See Rule 10, Community Relations Commission Rules of Procedure and Order of Business, Adopted October 10, 2019)

- 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 3:00 p.m. on the day of the Community Relations Commission meeting that the speaker wishes to address. Each request to speak at a meeting must be submitted on a separate form, and forms may not be submitted more than one week prior to the meeting the speaker wished to address.
- b) Each speaker shall be limited to five 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.
- c) Speakers may address an item on the commission agenda for that meeting, or may address city issues; however, speakers may not address 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, except that the Chair may give preference to persons to speak that represent each side of a matter on the agenda for that week over persons who wish to address city issues generally. Any person not allowed to speak at a meeting due to the number of speakers, limit five speakers per meeting, shall be advised by telephone by the clerk and given the opportunity to verbally request on or before the next Commission meeting to speak at the next meeting.

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**FOR LEGAL DEPT. USE: Received: \_\_\_\_\_ (date) at \_\_\_\_\_ a.m./p.m.**