



### CITIZEN REQUEST TO SPEAK AT COUNCIL MEETING

The twice monthly meetings of the Millvale Borough Council are open to the public. Even though the meetings are open to the public, members of the audience are not allowed to speak, unless recognized by the presiding officer. Two methods are allocated for the public to provide input to Council:

1. The agenda of each meeting includes the item: Public Comments.
2. A request to be added to the agenda as a separate topic filed with the Borough Secretary at least 36 hours prior to the meeting. Completed form can be emailed to: [mkranik@millvaleboro.com](mailto:mkranik@millvaleboro.com) or turned in at the Borough Building (501 Lincoln Avenue, Millvale, PA 15209).

COUNCIL MEETING DATE: \_\_\_\_\_

*(\*Your time to speak will be limited to three (3) minutes\*)*

**Please print clearly**

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Topic(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note: If a member of the public or of the governmental body inquires about a subject for whom notice has not been given, any deliberation or decision about the subject of the inquiry shall be limited to:

- (1) **A proposal to place the subject on the agenda for the next subsequent meeting; or**
- (2) **A statement of specific factual information; or**
- (3) **A recitation of existing policy. Any further discussion into the details or questions about the subject is prohibited.**

**Please complete this form and return to the Borough Secretary 36 hours prior to the Council meeting.**

**Manner of Addressing Council**

Each person addressing the Council should step up to the microphone state his/her name in an audible tone of voice for the record and limit said address to three (3) minutes. Groups are encouraged to select a spokesperson. All remarks shall be addressed to the Council as a body, not to any member thereof. No person, other than the Council members and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of Council, without permission of the presiding officer. No questions shall be asked of the Council members, except through the presiding officer.

If the speaker has materials to be distributed to the Council, those materials will be forwarded to the Borough Secretary, who will distribute the materials to the Council members.

Generally, matters presented during the Public Comment session require further investigation or information and can be referred to staff, and if the Board determines that action is required, the item may be placed on a future agenda.

**Personal and/or Slanderous Remarks.**

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing Council shall be forthwith ordered by the presiding officer to leave the podium and the Council shall move on to the next item. If the speaker refuses to relinquish the podium, he/she shall be escorted from the podium by a police officer. If a speaker is escorted from the podium, he/she shall be prohibited from addressing the Council for a period of six months.