



# Request to Address the City Council (Speaker's Card)

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

(Please Print)

*City of Florence*  
**A City in Motion**

City Council Meeting Date: \_\_\_\_\_ Agenda Item No.: \_\_\_\_\_

Proponent  Opponent  Neutral

Brief Overview of What You Wish to Discuss: \_\_\_\_\_

Do you represent an organization?  Yes  No Name of Org.: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email (Optional): \_\_\_\_\_ Phone No. (Optional): \_\_\_\_\_

Would you like to be added to the City of Florence Email Distribution Lists?

Newsletter  City Council

**NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT**

*(See Reverse Side for Instructions)*

## INSTRUCTIONS

Please fill out and submit to City Recorder Lindsey White. The City Recorder will advise the Mayor (Presiding Officer) when requests to speak are in hand. If filling the card out in advance, please submit:

1. Via email to [cityrecorder@ci.florence.or.us](mailto:cityrecorder@ci.florence.or.us),
2. Via mail to Florence City Hall – Attn: City Recorder; 250 Hwy 101; Florence, OR, 97439
3. In Person at Florence City Hall (250 Hwy 101) – Attn: City Recorder (Front Desk or Drop Box)
4. Online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>.

**The Speaker's Card must be submitted at least one hour before the meeting is scheduled to begin.**

To maximize time for speakers of varying topics, time limits have been set for speakers wishing to address the Council, and each speaker may only speak once to each agenda item. Under normal circumstances, those time limits are listed below. Speakers may not yield their time to others. For more information, visit the City of Florence website at <http://www.ci.florence.or.us/council/rules-procedure>.

General Public Comments – 3 minutes

Public Hearing Comments – 5 minutes

**NOTE: In special circumstances, the Mayor (Presiding Officer) may establish longer and / or shorter time limits.**