

VILLAGE OF SAN JOSE
CITIZEN PARTICIPATION REQUEST FORM

DATE SUBMITTED: _____ TIME: _____

I request to speak during the citizen concerns portion of the Village Council/Committee Meeting scheduled for _____, 20____. I will have the ability to address those present, but understand this will not be a question and answer format.

Name: _____

Subject: _____

Address: _____

Phone Number: _____

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ALL CITIZENS IN ATTENDANCE PLEASE READ:

1) The form at the top of this page must be filled out prior to the start of the meeting if you want to address the board. Public comments will be allowed during citizen concern section on the agenda **only**. If you wish to be put on the agenda of any meeting, you need to call village hall and talk with the Clerk more than 48 hours prior to the start of the meeting. You will have to give your name and a description of the subject matter before you will be included on the agenda.

2) You will be given **5 minutes maximum** to address the board.

3) There will be no comments or discussions allowed by the gallery after the completion of the citizen concerns portion of the agenda. If you are asked a direct question by a member of the council then you will be allowed to briefly answer the question only.

4) **In the event that you become unruly, use profanity or become disrespectful to the board or those in attendance you will be warned one time. If your behavior persists you will be asked to leave and you will be removed if it becomes necessary.**