

DATE OF REQUEST: \_\_\_\_\_

DATE OF CITY COMMISSION MEETING: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EXPLAIN THE SUBJECT WITH DATES, TIMES, &amp; LOCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GROUP SPEAKER REPRESENTS (IF APPLICABLE): \_\_\_\_\_

## NOTE TO SPEAKER:

1. If the item on which you wish to speak is scheduled for a "Public Hearing", your time to speak will be during that portion of the Agenda dedicated to such hearing.
2. If you wish to speak on a matter not on the Agenda, your time to speak will be during "Delegations". Your time limit is three **(3)** minutes.
3. If you wish to speak on a matter on the Agenda, your time to speak will be when that Agenda item is discussed with permission from the Chairman. You will need to state your name and address for the record. Your time limit is three **(3)** minutes
4. If written comments or documents on your address are to be furnished to the Commission, please supply the City Clerk with ten (10) copies prior to the meeting.
5. Your cooperation will assist in your address receiving a good reception.
6. **The City reserves the right of privilege to deny requests at the discretion of the City Manager on certain subject matters such as litigation, personnel issues, personal matters regarding the good name and character of any person, attorney-client privilege, purchase and sale of real estate, and similar such matters which can only be discussed in Executive Session, and not in a public forum.** Should any speaker desire to provide any materials to the Commission for review either at the meeting, or in the agenda package for the meeting, please contact the City Clerk for instructions for providing this information at (770) 748-3220 ext. 3047 or at [mallen@cedartowngeorgia.gov](mailto:mallen@cedartowngeorgia.gov) . If you need a separate page to continue any statements, matters you wish the Commission to consider, documents, or similar materials, please attach them to this request and return to City Hall.
7. Requests to be on the regular monthly meeting agenda must be received by the City Clerk by 12:00 p.m. on Thursday before the regularly scheduled meeting on Monday evenings at 6:00 p.m. As to special meetings, the City Clerk shall advise when registration must be completed.

**CITY OF CEDARTOWN  
RULES OF DECORUM**

The purpose of the Rules of Decorum is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Cedartown.

**(a) Rules applicable to the public**

1. Each delegate will be given (3) minutes for public comment.
2. Each speaker will direct his or her comments to the Commissioners and not to any other individual present.
3. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
4. Each speaker will speak only to the agenda item under consideration.
5. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb the meeting.

**(b) Rules for Members of City Commission, Committees, Boards or Commissions**

1. Members will conduct themselves in a professional and respectful manner at all meetings.
2. Members will not speak until recognized by the Chairman.
3. Remarks by members will be directed to the Chairman or presiding officer who will then direct the appropriate person to answer.

**Any violation of the Rules of Decorum may result in the violator being removed from the premises.**