



# CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

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## Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on \_\_\_\_\_ (Date). I have read the ***Requirements for Public Participation*** (page 2 and 3) and agree to abide by these requirements.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Name (Please Print)**

\_\_\_\_\_  
**Address**

**Topic for Discussion**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** prior to the beginning of the meeting you wish to participate. The request form or email (must include name, address, telephone number and purpose for public participation at a meeting) and any accompanying materials you wish to be distributed to the Mayor and Commission.

## Public Participation Guidelines

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** prior to the beginning of the meeting. The request form must include name, address, telephone number and purpose for public participation at a meeting.

When your name is called:

1. During live meetings go to the speaker's podium (the microphone is always on). You must speak from the podium so that your name and remarks may be recorded. During a video chat/video meeting unmute yourself when your name is called and speak clearly during the meeting. (All video chat/meetings are recorded).
2. State your name and address.
3. State your purpose, give facts to substantiate your position, and relate the concerns you believe the Mayor and Commission should consider. If you have a written statement or other supportive material, give it to the City Clerk for the record (materials should be given to the clerk's office when participation request is submitted for all video chat/meetings).
4. Direct your remarks to the Mayor and Commissioners as a whole. It is not appropriate to address an individual Commission member, City staff, or citizen in the audience.
5. If you represent a group or organization, ask the others in the group to rise and be recognized. (They must submit a public participation form to the Clerk's Office if they wish to speak).
6. **Each speaker must confine his or her remarks to no more than three minutes.**
7. If possible, you should speak from prepared remarks or an outline of your submitted request. Please avoid references to personalities or other breach of respect; otherwise, the mayor may ask you to yield the floor (to terminate your speech).
8. Prohibited behavior- No person shall, while addressing the Mayor and Commission, or as a member of the audience, by conversation, conduct or otherwise interfere with the orderly conduct of a Commission meeting. Such behavior shall include speaking or acting in a loud and boisterous manner, speaking or displaying profane or obscene language, addressing the commission when not recognized to do so by the mayor, engaging in or threatening acts of physical violence, and refusing to comply with a Mayor or Commission request intended to bring order to the meeting. If, after being warned by the Chair, a person persists in disruptive behavior or at a later stage of the meeting engaged again in such behavior, the Chair may order the person to depart the meeting. If upon such order, the person does not immediately depart the meeting, the sergeant-at-arms, at the direction of the Chair, shall remove the person from, and ensure that the person does not return to the meeting (video chat/meetings will be blocked from the meeting). The Chief of Police, his designee or such other person as the Chair may designate, shall be the sergeant-at-arms at Commission meetings.

10. An item may be added to the agenda for the meeting at which it was brought up by a member of the public only if the Commission determines by a majority vote the need to take immediate action. The Mayor or a Commissioner must bring this item under New Business, at which time the Commission will vote on whether it will be added to the agenda at that meeting.

*\*\*\* Good responsive Government depends on the interest and involvement of all citizens. We hope these guidelines will encourage the greatest possible participation by citizens in District Heights' government.*