



## CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

### Speaker's Form

I wish to address the Mayor and Commissioners of District Heights at the meeting of \_\_\_\_\_ (date). I have read the *Requirements for Citizen Participation* (on reverse side) and agree to abide by these requirements.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Topic

\_\_\_\_\_  
Nature of Interest

*Please complete this form and give it to the City Clerk before the beginning of the meeting, along with any materials you wish to be distributed to the Mayor and Commissioners. If you need assistance, please inform the City Clerk.*

## **Citizen Participation**

To express your opinion to the City Commission, you **MUST REGISTER** prior to the beginning of the meeting. The Speakers Card must be completely filled out.

When your name is called:

1. 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.
2. State your name and address.
3. State your position, give facts to substantiate your position, and relate the concerns you believe the City Commission should consider.
4. If you represent a group or organization, ask the others in the group to rise and be recognized. (They must sign up if they wish to speak.)
5. If you have a written statement or other supportive material, give it to the City Clerk for the record.
6. 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.
7. Each speaker must confine his or her remarks to no more than three minutes.
8. If possible, you should speak from prepared remarks or an outline. Please avoid references to personalities or other breach of respect; otherwise the Mayor may ask you to yield the floor.
9. Prohibited behavior - No person shall, while addressing the 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 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. 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.

*Thank you for taking the time to come to this 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.*