

Office Use Only Time Received: _____
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City of Portage Public Comment Appearance Form

Individuals wishing to speak during Public Comment are required to complete this form and submit, no later than ten (10) minutes prior to the beginning of the meeting. Failure to submit a completed form in a timely manner will result in not being recognized to speak.

For Council meetings, submit the completed form to the City Clerk.
For Board, Committee, or Commission meetings, submit the completed form to the Chairperson.

Topic to Discuss: _____

Name: _____

Street Address: _____

City, State, Zip Code: _____

By signing this form all individuals agree to present in a professional and appropriate manner.

Signature: _____ Date: _____

Rules of Public Comment:

- Public Comment is limited to oral statements presented by a member of the City of Portage non-elected general public, citizens residing in the City of Portage, City of Portage property owners, or City of Portage business owners who have completed the Public Comment Form and has been recognized at the podium by the Mayor or Chairperson.

- Each speaker at the Public Comment Period is limited to a maximum of 5 minutes to speak on the topic after being recognized by the Mayor or Chairperson.
- Public Comments shall be limited to comments on any topic regarding city government or matters over which the Common Council, Board, Committee or Commission has the authority to act on; and that are not a topic of a current or previous public hearing before the Common Council, Board, Committee or Commission.
- The following comments are prohibited: comments on personalities or employees, personal attacks, campaigning for elected office.
- Speakers shall be respectful and not disruptive of the meeting. Behavior that involves personal attacks, profanity, obscenity, or otherwise impedes or disrupts the safe, orderly and effective conduct of a Public Meeting is equally unacceptable during the Public Comment Period as it is during other portions of the meeting. Clapping, shouting, gestures, whistling, booing, profanity, obscenity, personal attacks and other disorderly behavior are prohibited.