

**CITY OF SMITHS STATION, ALABAMA
REQUEST TO ADDRESS THE CITY COUNCIL**

NAME: _____ **PHONE NO.:** _____

ADDRESS: _____

ELECTED OFFICIAL CONTACTED PRIOR TO THIS REQUEST: _____

PRINT NAME: _____

SUBJECT TO BE DISCUSSED: _____

GUIDELINES:

1. Citizens presentation will be limited to a 3-5 minute address.
2. All requests should be to the City Clerk no later than 4:30 PM Eastern Time ten (10) days prior to the next City Council Meeting.
3. A request to address the City Council should be by the individual making the formal presentation.
4. Citizens requesting to address the City Council will be placed on the official agenda following the completion of the regular city business.

SIGNATURE

DATE OF REQUEST

DATE TO ADDRESS THE CITY COUNCIL: _____

APPROVED BY: _____

DATE: _____