



**CITY OF ROCKFORD CITY COUNCIL MEETING  
PUBLIC PARTICIPATION REQUEST FORM**

Date: \_\_\_\_\_

I request to speak during public participation portion of the next City Council Meeting scheduled for \_\_\_\_\_, 200\_\_. I will have the ability to address those present, but understand that this will not be a question and answer format.

Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Speaker interest: Pro / Con (please circle one)

Phone number: \_\_\_\_\_

This completed public participation sheet must be received by the City of Rockford Legal Department no later than 5:00 p.m. on the Friday before the meeting in which you would like to participate. Please submit to:

City Council Clerk, Legal Department  
City Hall, 7<sup>th</sup> floor, 425 East State Street  
Rockford, IL 61104  
Fax: 815-967-6949

The Legal Department will call the above listed phone number if for any reason your request cannot be honored.

**PUBLIC PARTICIPATION REGULATIONS**

(See Rule 21, Sec. 2-42, City of Rockford Code of Ordinances)

- a) Speakers must file a written request with the city council clerk, legal department, on the form provided by the legal department. The form shall include the name of the speaker, subject matter, speaker's interest (pro or con) and the speakers telephone number. The written request must be received by the legal department no later than 5:00 p.m. the Friday before the city council meeting which the speaker wishes to address. Each request to speak at a meeting must be submitted on a separate form, and the forms may not be submitted more than one (1) week prior to the meeting the speaker wished to address.
- b) Each speaker shall be limited to three (3) minutes to address the city council. No visual aids may be used by the speakers during the city council meeting. Speakers may submit written material to the clerk with their written request. If the speaker wishes all aldermen to have a copy of the written material, the speaker shall submit fifteen (15) copies of the material to the clerk
- c) Speakers may address an item on the city council agenda for that meeting, or may address city issues; however, speakers may not address zoning items or pending or threatened litigation involving the City of Rockford.
- d) Speakers shall be selected based on the order in which they have filed their requests with the clerk, except that the mayor give preference to persons to speak that represent each side of a matter on the City Council's agenda for that week over persons who wish to address city services generally. Any person not allowed to speak at a meeting due to the number of speakers shall be advised by telephone by the clerk and given the opportunity to verbally request on or before the next Friday to speak at the next meeting.

**FOR LEGAL DEPT. USE: Received \_\_\_\_\_ (date) at \_\_\_\_\_ .m.**

**By: \_\_\_\_\_**