



CITY OF MOORE

REQUEST TO BE HEARD

Moore City Council
Moore Public Works Authority
Moore Risk Management
Moore Economic Development Authority

Meeting Date: _____ / _____ / _____

Name: _____
(First) (M.I.) (Last)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell: (_____) _____

Agenda Item#: _____ (if known or applicable)

Reason for Appearing: _____

- Please limit your comments to five (5) minutes.
- All comments shall be addressed to the City Council, and no citizen may address and/or question any individual staff member except with permission of the Mayor.

Return this completed form, **prior to the meeting being called to order**, to the City Clerk or the Recording Secretary, at the physical address or email below. Can be returned the night of the meeting to the City Clerk or Recording Secretary, at the front of the room, prior to the meeting being called to order.

Failure to follow all requirements for participation may be cause for removal.

City Clerk
301 North Broadway
Moore, Oklahoma 73160

cityclerk@cityofmoore.com



CITY OF MOORE

REQUIREMENTS FOR PARTICIPATION

It is the policy of the City of Moore that participation of residents of the city and other interested persons be encouraged in the meetings of the City Council. The rights of freedom of speech and to petition the city's governing bodies for redress of grievances shall not be abridged, and no regulation of time, place or manner of such participation shall be construed to regulate speech on the basis of content.

1. Any individual wanting to speak before the governing body must fill out and submit the **"REQUEST TO BE HEARD"** form before the meeting is called to order. At the appropriate place on the agenda the Mayor will recognize those persons wishing to speak. Once such individual has been recognized, the individual should state their name and address.
2. The individual shall limit comments to five (5) minutes or less.
3. Any person shall be permitted to submit written materials or documents to the City Council.
4. All comments shall be directed to the City Council and no individual may address and/or directly question any individual officer, agent, servant, or employee of the City of Moore or the Public Works Authority without the permission of the Mayor.
5. No person may, alone or in concert with others, willfully disturb, disrupt or interfere with any meeting of the City Council or the Public Works Authority by:
 - a. Engaging in violent, tumultuous or threatening behavior;
 - b. Using abusive or obscene language or making an obscene gesture;
 - c. Failure to yield the floor or podium when the speaker is requested to do so by the presiding officer of the meeting pursuant to a lawful order, such as in cases when the speaker's time is expired; or
 - d. Failure to state, when requested by the presiding officer of the meeting, the speaker's own name and address for the record of the meeting.
 - e. Speaking or commenting so as to distract, disturb or interrupt any other speaker.
6. Any person who fails to follow these "REQUIREMENTS FOR PARTICIPATION" shall be asked by the Mayor or Presiding Officer to leave the meeting and in the event that such person will not leave the public assembly and continues to disturb and disrupt such assembly, such person may be subject to removal from the chamber for disturbing the peace and be subject to a fine up to \$500.00.
7. These rules shall be enforced by the city law enforcement officer(s) present at the meeting with or without the direction of the presiding officer.