

**PUBLIC SPEAKING GUIDELINES
CITY OF NAPERVILLE
CITY COUNCIL MEETING**

THE PURPOSE OF CITIZEN PARTICIPATION AT CITY COUNCIL MEETINGS IS TO ALLOW RESIDENTS AN OPPORTUNITY TO ADDRESS THE CITY COUNCIL ON ISSUES OF CONCERN. RESIDENTS MAY SPEAK ON ISSUES THAT DO NOT APPEAR ON THE AGENDA UNDER PUBLIC FORUM. RESIDENTS MAY ALSO SPEAK TO SPECIFIC AGENDA TOPICS AT THE TIME THE ITEM IS DISCUSSED.

ALL PUBLIC SPEAKERS WISHING TO ADDRESS THE CITY COUNCIL MUST REGISTER PRIOR TO THE START OF THE CITY COUNCIL MEETING. REGISTRATION IS PROCESSED IN THE CITY CLERK'S OFFICE BEGINING AT 6:30 p.m.

PLEASE OBSERVE THE FOLLOWING GUIDELINES WHEN ADDRESSING THE CITY COUNCIL.

- Speakers will be called up two at a time. The next speaker should sit in the front row awaiting their turn to speak.
- When it is your turn to speak, come forward to the podium, adjust the microphone and state your name and address for the record.
- **Petitioners, or attorneys representing petitioners**, will speak first and have up to **10 minutes**. Other speakers who have signed up for the same agenda item have up to **3 minutes** to speak.
- Upon completion of all speakers, **petitioners** may, if they desire, use an additional **5 minutes** to rebut or follow-up.
- An announcement will be made indicating when your time is up, and the speaker shall bring his or her comments to immediate closure.
- To avoid repetition, groups of residents are asked to consolidate their comments and appoint a representative speaker.
- Members of the audience are asked to be quiet and refrain from applauding.