



# City of Somerville

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## Citizen Comments – Procedures During the COVID19 Restriction Period

City Council Agendas are posted on the City of Somerville website and outside City Hall as required by state law. City staff will also begin posting city council agendas on the Keep Somerville Beautiful Facebook page.

Anyone who wishes to comment on an issue or ask a question regarding an agenda item may contact the city via the following methods;

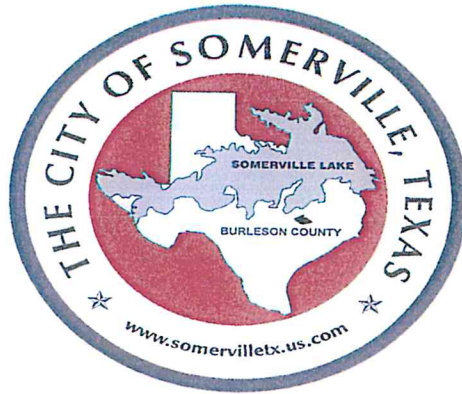
1. Print out a form from the city website and submit your question via the drop box at City Hall. Please write “Citizen Comment” and your name on the front of the envelope.
2. Email your question to the City Secretary ([csecretarycos@somervilletx.gov](mailto:csecretarycos@somervilletx.gov)).

Questions or comments received by email or drop box will be read during the Citizen Comments section of the meeting.

3. During our live Facebook stream, we will open the broadcast on or before 5:45 PM. You may ask your question or submit a comment by posting under the live stream on the Keep Somerville Beautiful page. All questions or comments must be posted to the page by 6:10 PM.

Duplicate or very similar questions on agenda items may be grouped rather than read out individually. Remember that council members cannot respond directly to comments about items NOT on the agenda. During this difficult time, however in clarification on some questions (especially with respect to the pandemic) may be provided during council/staff comments at the end of the meeting. Please remember the time limit and keep your comments concise and to the point.

Thank you for your cooperation and patience as we all deal with a constantly changing situation.



## REQUEST TO SPEAK FORM

### PUBLIC COMMENTS:

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under **"CITIZENS COMMUNICATIONS"** and will be required to fill out a **"REQUEST TO SPEAK FORM"** and present it, along with any material, handouts or information for Council, to the City Secretary no later than five (5) minutes prior to commencement of the Council meeting. Speaker comments are limited to three (3) minutes per speaker, as per **Ordinance No. 19-012**.

No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a Public Hearing will allow a member of the public an opportunity to speak during the Public Hearing and does not require submission of a **"REQUEST TO SPEAK FORM"**. Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the **"REQUEST TO SPEAK FORM"** and refrain from personal attacks or derogatory comments directed at any Council Member, member of Staff, other individual, citizen or group as per **Ordinance No. 19-012**.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RESIDENT OR BUSINESS OWNER IN SOMERVILLE:     YES     NO

DATE OF MEETING: \_\_\_\_\_

AGENDA ITEM NUMBER(S) YOU WISH TO SPEAK ON: \_\_\_\_\_

\_\_\_\_\_

OTHER SUBJECTS YOU WISH TO SPEAK ON: \_\_\_\_\_

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