

Receiving Clerks Initials: \_\_\_\_\_

## Public Appearance Request Form

Board of Mayor and Selectman  
City of West Point, Mississippi

Date of Meeting: \_\_\_\_\_

Date and Time of Request: \_\_\_\_\_

I wish to address the Board of Mayor and Selectmen regarding the following item(s):

**Public Comment** \_\_\_\_\_

**Agenda Item No.** \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Organization represented (if applicable): \_\_\_\_\_

Comments / Topic of Discussion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- All Public Appearance Request Forms must be submitted to the City Clerk at least five (5) business days before the applicable meeting. A public appearance may be allowed upon shorter notice under certain circumstances.
- Written material (nine copies) for the Mayor and Board of Selectmen must contain your name and reason for appearing and should be submitted to the City Clerk for distribution at least five (5) business days before the applicable meeting.
- The Mayor may restrict comments if they are disruptive.

**For Office Use Only:**

Issue Resolved \_\_\_\_\_ Referred to: \_\_\_\_\_

Request Granted: \_\_\_\_\_ Request Withdrawn: \_\_\_\_\_

Request denied on basis of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Addressing the Board of Mayor and Selectman  
City of West Point, MS

Members of the public who wish to address the Board of Mayor and Selectmen must register the desire to do so no later than 5:00 p.m. on the Wednesday prior to the date of the Regular City Board meeting (held on the 2nd Tuesday of each month). Registration may be completed in writing at the City Hall (204 Commerce St., West Point, MS 39773); by fax (662-495-2007); or by telephone (662-494-2573) during normal business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m.

The written request shall state the name, address, home and/or work telephone numbers and e-mail address of the individual, the topic the speaker desires to address the Board, and the date and time of the request.

Unless waived by a majority vote of the Board members present, total public comment time (general and agenda items) is limited to thirty (30) minutes, divided equally amongst speakers, not to exceed two (2) minutes per speaker.

- Written material or handouts will be permitted. Visual/audio aids may be used so long as they are not disruptive to the proceedings of the Board of Mayor and Selectmen and/or present danger to persons or property.
- Speakers will be required to address the Board from the designated location in the City Board Room, using the microphone provided.
- Speakers shall refrain from statements or remarks that concern the private activities or lifestyles of individual city employees that are wholly unrelated to the business of The City.
- Individuals addressing the Board shall refrain from statements, remarks or conduct that is uncivil, rude, profane, or otherwise disruptive to the conduct of the City Board meeting or which causes a disturbance.
- The Mayor may refer all questions submitted by a speaker to the appropriate City Board committee, City Attorney, elected official or department head for a response at a later date where appropriate.