

## CITY COUNCIL PROCEDURES – Request for Recognition

If you wish to address the City Council at a meeting with regard to a matter not listed on its agenda, please comply with the following:


1. You must submit a written request to address Council to the City Clerk’s Office prior to 12:00 p.m. on the Wednesday preceding the meeting at which you wish to speak.
2. You have the option of addressing Council at:
  - A. A regular meeting which is conducted in the Council Chambers and is televised on the City’s local cable television channel; or
  - B. A regular meeting conducted on a less formal, committee-of-the-whole format, which is held in the Council Conference Room and is not televised.
3. It is recommended that you describe the matter that you wish to address before Council. This will allow City staff to review the issue and provide Council with relevant information which might assist it in better understanding and dealing with your concern.
4. You will be limited to a period of three (3) minutes in which to address the Council.

**SHERIKIA L. HAWKINS  
CITY CLERK**

I, \_\_\_\_\_, do hereby request to be recognized by the Southfield City Council,  
at the meeting scheduled for \_\_\_\_\_, for the purpose of discussing

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

 **Individuals with special needs who plan to attend this meeting should contact the City Clerk’s Office at 248-796-5150 (voice) or 711 (TDD). If auxiliary aids or services are needed, reasonable advance notice is required.**