



# City of Coos Bay PUBLIC COMMENT FORM

The City of Coos Bay values our citizen's input and participation in our various councils, boards, and commissions. In an effort to encourage access to participation, we have established a process by which the public can provide written comments in advance which allows for potential timely addition to the agenda topics of interest to the public. Each council meeting provides for a public comment period, as well as when a public hearing is held. Public comment is an opportunity to share information or concern with the council. Public comment is limited to three (3) minutes, per individual.

The Public Comments period is designated for topics not already included on the agenda and is intended for the public to share ideas and concerns; it is not intended for an interactive discussion with Council. There may be opportunities for public comments during specific agenda items, members of the public are requested to confine their remarks to questions or issues under discussion during this time. During **ANY** designated comment period, individuals shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session conduct themselves in an appropriate manner. No person shall make personal, impertinent, slanderous or unauthorized remarks or become boisterous while addressing the Council.

If you wish to provide public comment at an upcoming meeting, please fill out this form and submit to [publiccomment@coosbayor.gov](mailto:publiccomment@coosbayor.gov). You may also mail or hand deliver your completed form to 500 Central Avenue, Coos Bay, OR 97420; fax to 541-267-5912; or leave in the drop box at the front doors at City Hall. Completed forms must be received by 1:00 pm the day of the meeting to be added to Public Comment List.

### Public Comment Rules:

- Public Comment Form must be completed before speaking.
- Limited to three (3) minutes per speaker.
- Coos Bay residents and business will be given preference for addressing the council during the time allotted for public comment.
- Speakers may not convey/donate their time to another speaker.
- Council cannot engage in question/answer conversations with the speaker.
- Questions/concerns about operations should be handled by city staff during regular business hours.
- The presiding officer has responsibility of enforcement of these rules, and may alter the order of speakers for efficiency.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I wish to speak to the City Council on the following agenda item/issue:

\_\_\_\_\_

I have previously addressed the City Council on this issue.

In lieu of speaking, I request the City Recorder to include my written comments into the public record (comment area provided on page two).

By signing below, I acknowledge the above public comment rules. Pursuant to ORS 192.420, this document is considered a public record and disclosure may be required upon request.

**SIGNATURE REQUIRED**

**DATE**

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