



TOWN OF RAVENEL

Request to Address Mayor & Town Council

The Town of Ravenel has established a policy supporting freedom of speech and acknowledging the need for orderly communication when addressing the Town Council. This policy includes:

- #1 Any person wishing to address/present to the Town Council must notify the Clerk-Treasurer no later than 12:00 pm on the Tuesday preceding the meeting at which they desire to speak. This provides one (1) week of notice to Council. THE ADDRESS IS LIMITED TO 5 MINUTES.
 - #2 Any person wishing to address the Town Council pursuant to condition #1, must complete the request form below.
 - #3 Citizens may also address the Town Council by signing in with the Clerk-Treasurer by 6:00 pm the night of the meeting. THIS ADDRESS IS LIMITED TO 3 MINUTES.
 - #4 The Mayor and Council may waive any and all of the requirements of this policy in the event of emergency or special need.
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Please Complete:

Name: _____

Address: _____

Contact Number: _____

Subject: _____

Date: _____ Signature: _____

For Office Staff:

Date of Desired Council Meeting: _____ Reviewed by: _____
