

TOWN OF RAVENEL

Request to address Mayor and 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.
THIS 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.

Please Complete:

Name: _____

Address: _____

Subject: _____

Date: _____ Signature: _____

For Office Staff:

Date of Desired Council Mtg.: _____ Reviewed by: _____