

**REQUEST TO APPEAR BEFORE  
THE NORTHPORT CITY COUNCIL**

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

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

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

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

Best way to contact you: \_\_\_\_\_

Requested Council Meeting Date to Appear before Council: \_\_\_\_\_

(Council usually meets the first Monday and third Monday of each month at 5:30 pm)

Describe fully and completely the reason you wish to address the City Council: \_\_\_\_\_

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

State the address of this issue if different from your residence address: \_\_\_\_\_

Describe any prior contact with the City concerning this matter including the names(s) of persons contacted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe in detail the action that you are requesting from the City concerning this matter: \_\_\_\_\_

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PLEASE CONFIRM THAT YOU HAVE READ SECTION 2-36 OF THE NORTHPORT CITY CODE WHICH IS ATTACHED HERETO AS EXHIBIT "A".

ALL REQUESTS TO ADDRESS THE CITY COUNCIL SHALL BE **RECEIVED** BY THE CITY ADMINISTRATOR ON OR BEFORE NOON ON THE WEDNESDAY PRIOR TO THE REGULAR COUNCIL MEETING. You will be notified prior to the meeting whether or not your request has been approved and placed on the Council Agenda.

Requests may be emailed to the City Administrator at

[hmccollum@cityofnorthport.org](mailto:hmccollum@cityofnorthport.org) with a copy to [wdubose@cityofnorthport.org](mailto:wdubose@cityofnorthport.org)

Also, a copy may be hand delivered to the City Receptionist at the East entrance of Northport City Hall, or can be mailed to 3500 McFarland Blvd, Northport, AL 35476.

PLEASE FEEL FREE TO ATTACH ADDITIONAL DOCUMENTS OR PAGES TO THIS REQUESTED IF NEEDED.

# **EXHIBIT “A”**

**Sec. 2-36. - Addressing the council.**

- (a) No city official, employee, or staff member shall represent or appear for any other person in any matter pending before the council unless recognized by the council for such purpose.
- (b) No person, not a member of the council, shall be allowed to address the council while in session unless placed on the printed Council Agenda under the Public Comment section using the procedures set out below:
  - 1. Any individual wishing to address the City Council shall submit the request form provided at City Hall, or on the City website, on or before noon on the Wednesday prior to the regular Council meeting so that it is received by the City Administrator on or before this deadline.
  - 2. The individual requesting to appear before the Council shall provide sufficient contact information so that the City may contact the individual to determine if the issue of concern may be resolved prior to the Council meeting. If not resolved prior to the Council meeting, the City can have the appropriate Department Head(s) at the Council meeting.
  - 3. The individual will be allowed to speak only on the issue described in the submitted request form.
  - 4. If sufficient information is not provided to the City by the applicant on the request form it will be returned to the individual with the deficiencies noted. Once corrected, the individual will be included on the Council Agenda at a later meeting.
  - 5. The comments shall be limited to approximately three minutes. There shall be no more than two speakers on the same subject to avoid repetition. If a group selects one spokesperson for the entire group, that spokesperson will be allowed additional time to address the City Council.
  - 6. The individual should address the Elected Officials as a group and not any specific Elected Official or any specific person in the audience.
  - 7. No personnel issues, complaints about City employees or personal issues with any individual is appropriate at a City Council meeting and will not be discussed in a public setting. Any item of this nature should be directed in private to the City Administrator.
  - 8. City employees shall not address the Council concerning any personnel or employment issues. These should be addressed through the employee's chain of command.
  - 9. There are other ways rather than addressing the Council at a Council meeting that citizens can let their thoughts be known. This would include speaking with City Officials either in person or by telephone, or by sending letters or emails. Often these forms of communication are more effective than briefly addressing the City Council about a matter at a City Council meeting. There is a form on the City web site for you to forward any concerns which you may have to any elected official, the City Administrator, the City Attorney, or a combination of all these individuals in a group email.
- (c) The council president, at his discretion, may call upon any person present to address the council or to discuss any matter at issue.