

**CITY OF COLUMBUS**  
**Citizen Input Application**

**INTRODUCTION**

**This form must be completed in its entirety and signed in order for you to be placed on the Citizen's Input Agenda of the City Council Meeting. Your signature constitutes your agreement with the terms and provisions of the Attached Terms and Conditions. The deadline to submit application is at 5 p.m. the Wednesday prior to the City Council Meeting you are requesting to appear.**

**Full Name of Person Wishing to Address City Council:**

\_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Subject Matter You Wish to Speak About:**

**If this is a complaint, please explain in detail. All efforts will be made to resolve the issue before the Council Meeting:**

Please use the space below for additional information:

By signing below, I signify and promise I agree to all the terms and conditions on the attached sheet.

I also understand that the completed application will be published as part of the agenda on the City's website.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: You will appear on the Citizen input section of the meeting. No Citizens shall present themselves for citizen input wearing dark sunglasses or head-wear unless prescribed by a medical Doctor. If sunglasses or head-wear are ordered by physician, a doctor's written order may be required. In the case of established religious principles requiring head-wear, exceptions will be permitted.**

## TERMS AND CONDITIONS GOVERNING CITIZENS INPUT

The following terms and conditions shall govern Citizen's Input at all Official meetings of the Mayor and City Council of the City of Columbus. The City of Columbus may amend or revise these Terms and Conditions at any time. Until revised they shall be strictly enforced. Any person desiring to be heard at an official meeting of the Mayor and City Council shall first be required to fully and completely fill out a City of Columbus Citizen Input Application, which application may be obtained from the website of the City of Columbus or from the Administrative Assistant of the Mayor of the City. Unless the Application is completed fully and submitted within the deadline specified herein, the Mayor and City Council will not allow the Citizen Input at its Official Meetings. The terms and conditions required are as follows:

1. The fully completed and signed Citizen Input Application must be delivered to the office of the Administrative Assistant to the Mayor of the City of Columbus by 5:00 PM on the Wednesday before a regular City Council meeting. Failure to deliver the Citizen Input Application by the aforesaid deadline will result in a rejection of the Application for the forthcoming meeting and a delay of granting the Application until the next following regular meeting of the Mayor and City Council.
2. The Chief Operations Officer will then contact the Applicant to determine if any complaints about the City may be resolved in advance of the City Council meeting. The Applicant promises to cooperate to see if any complaints may be resolved before the regular Council meeting at which the Applicant seeks to speak.
3. Citizen Input shall be limited to five minutes per Applicant, per meeting. During this five minute period The Mayor and City Council will attempt to reserve comment or questions until the expiration of the five minute period.
4. The subject matter of the Citizen Input must be related to official City of Columbus governmental issues. Citizen Input sessions should not be used to advertise businesses or otherwise promote nongovernmental events.
5. Citizens shall be limited to three (3) Citizen Input sessions in any twelve (12) month period. If a citizen submits a timely Citizen Input Application and is placed on the Agenda for a regular Council meeting he/she will be charged with a Citizen Input session even if he or she fails to appear after being placed on the Agenda.
6. Except for public forums and public hearings specially set by the Mayor and City Council, Citizen Input will only be heard at regular meetings of the Mayor and City Council.
7. Citizens appearing during the Citizen Input section of a city Council meeting shall not use of abusive language or otherwise behave in a manner reasonably calculated to be physically threatening toward anyone else in attendance. Citizens shall remain behind the podium placed for the Citizens use and shall not parade about or otherwise approach the Mayor and Council or other City Employees unless specifically invited to do so. Violation of this paragraph shall result in the termination of the citizens right to be heard and removal from the