

Town of Halls, Tennessee

Public Comment Request Form

Date of Meeting: _____

Time: _____

Speaker Information

Name of Speaker: _____

Address: _____

Phone Number: _____

Email (optional): _____

Agenda Item or Topic You Wish to Address:

Brief Description of Your Comments or Concern:

Please indicate how you wish to participate:

- Speak during Public Comment period
- Submit written comments

Public Comment Guidelines

1. Each speaker will be limited to **2 minutes** to address the Mayor and Board of Aldermen.
2. Comments must be directed to the **Mayor and Board of Aldermen** and not to individual members or attendees.
3. Speakers are expected to maintain **respectful and civil discourse**.
4. The Board reserves the right to limit repetitive or irrelevant comments.
5. Written comments may be submitted to the Town Recorder for inclusion in the meeting record.

Signature of Speaker: _____

Date: _____

For Office Use Only

Received by: _____

Time Received: _____

Notes: _____

