The city council meets in regular session on the **second** and **fourth** Tuesdays of each month. Requests by citizens to appear on the city council agenda should be addressed to the city clerk. In an effort to aid the citizens and the city council, use of this application is suggested.

In lieu of this application, members of the Public are invited to attend any City Council meeting and participate in the Public Meeting under **Public Comments**. During this portion of the meeting, the Mayor will recognize the citizen that desires making public comments. Once recognized, a citizen simply states, name and address for Council and puts forth comments pertaining to his or hers issue(s).

If there is additional back-up information a citizen wishes to present to the city council, it should be submitted along with this application. All information submitted with this form becomes public information and is subject to release at the request of the public and news media.

Please **PRINT** all information: E-MAIL _____

NAME _____   TELEPHONE _____

ADDRESS _____ ZIP _____

ORGANIZATION and/or INDIVIDUAL REPRESENTED:
_____

I WISH TO ADDRESS THE CITY COUNCIL ON: _____
                                                                                              (Date)

TOPIC: Statement of presentation you wish to make and statement of action you wish Council to take. Attach additional sheets if needed.
_____
_____
_____
_____
_____

                                                                    _____
                                                                    Signature

This application must be returned by Tuesday, 12:00 noon, three (3) weeks prior to the scheduled meeting*. Once this application is submitted, no further reminder will be given; it will be up to the citizen to attend the appropriate meeting. Citizens may call the city clerk's office to confirm receipt of their application and submittal to the appropriate city council agenda date and time. Be advised that the Clerk will mail the applicant a copy of the agenda containing the scheduled item to be heard by Council.

Please return this application to: City Clerk   Telephone: 910-642-8046
                                                        PO Box 607   Fax: 910-642-8048
                                                        Whiteville, NC 28472   Email: bwilliams@ci.whiteville.nc.us

*NOTE: If a holiday falls in the time frame, please call the clerk's office to determine deadline.

There are sample templates on line at www.whitevillecity.com in the City Council section.