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The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER

400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@ci.traverse-city.mi.us



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Request  
“Public Comment - Reserved”

City Commission of Traverse City  
Regular Meeting

*Please Print or Type*

I, \_\_\_\_\_, representing \_\_\_\_\_,  
pursuant to City Commission Rule 13 (see below), request to be placed under ‘Public  
Comment - Reserved’ on the Agenda of the Regular Meeting scheduled for Monday,  
\_\_\_\_\_.

I understand that 15 minutes is allowed for my presentation.

I wish to address the Commission regarding the following matter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Township

Regular meetings are held the 1st and 3rd Mondays of each month at 7:00 pm.  
*Please return to the City Clerk* no later than Monday, 5:00 pm, the week prior to your  
requested date.

Thank you for your interest!  
Debra A. Curtiss, CMC  
City Clerk

# City Commission Rules

## Excerpt

### Rule 13

- (b). **Public Comment during the designated Public Comment Section - Reserved.** Any interested person or any special interest group wishing to address the City Commission for a reserved time shall submit a written request to the City Clerk no later than 5:00 p.m. of the Monday immediately preceding the date of said Regular Meeting. The communication shall (1) identify the writer's name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated "Public Comment" section for said Regular Meeting as made available to the news media and released for delivery to the members of the City Commission. All persons must identify themselves and their address and direct their comments to the Commission. The comment of any member of the public or special interest group may be limited in time to 15 minutes except as provided in subsection (e). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.

### Rule 13

- (e). **Order and Duration of any Public Comment.** The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the City Commission except in accordance with these rules.