



## City of Saratoga – Speaker Card

**Speaker Cards are optional.**  
**Any information provided is voluntary.**

See below for Speaker Guidelines.

I would like to speak about:

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Agenda Item? Yes \_\_\_\_\_ No \_\_\_\_\_ Agenda Item Number \_\_\_\_\_  
Support \_\_\_\_\_ Oppose \_\_\_\_\_ Neutral \_\_\_\_\_

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

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

Group/Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

***This card is OPTIONAL.***

***You may choose to provide none or only some of the information requested above.***

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### Speaker Guidelines

- Completion of the speaker slip is optional. You may attend and participate in the meeting regardless of whether or not you complete any portion of this document. Its purpose is to aid staff in compiling complete and accurate records.
- This card will be come part of the Public Record. **In accordance with the Public Records Act, any information provided on this form is available to the public.**
- If you would like to use this speaker slip, please give it to the City Clerk or Commission Secretary in advance of the meeting.
- Speakers are customarily allotted up to three (3) minutes per item; however, the Mayor or Commission Chair may limit the length of time allotted to each speaker to ensure adequate time for all items on the Agenda to be heard.
- Speakers may address items that are not on the Agenda during the Oral Communications portion of the meeting.
- Groups/Organizations that are supporting or opposing issues are urged to select one spokesperson.
- City Council and Planning Commission meetings are both live and delayed broadcast.

*Thank you for your courtesy and cooperation.*