

## Instructions for a Venice City Meeting

This meeting will be held in Council Chambers at City Hall. The meeting will also be broadcast live on the City's website.

**To watch the meeting online use this link to the City of Venice Meeting Center:**  
<https://venice.legistar.com/Calendar.aspx>.

- Click on "In Progress" to the far right of the City Council meeting on this date.

**To participate in the meeting you may:**

1. Attend the meeting in-person at 401 W. Venice Avenue, Venice, FL 34285.

*Fully complete the fillable "Request to Speak Form", print and bring it with you to submit to the Clerk prior to the start of the meeting. Alternatively, you may complete the form when you arrive at the entrance to the Council Chambers.*

2. You may also provide public comment in advance of the meeting by:

- Emailing: [citycouncil@venicefl.gov](mailto:citycouncil@venicefl.gov)
- Mail or Personal Delivery to: City Clerk, 401 W. Venice Avenue, Venice, FL 34285. (Provide your full name and home address and if you are a city business owner, list the business name and address.)

All comments received by **Tuesday, November 29, 2022 at 8:00 A.M.**, will be distributed to the Mayor, City Council members, Planning Commission or applicable board, and the appropriate staff prior to the start of the meeting.

**For technical assistance or questions on viewing the meeting please contact:**

- Eric Tanner, IT Manager, [etanner@venicefl.gov](mailto:etanner@venicefl.gov) or (941) 882- 7437

**For questions concerning the meeting agenda please contact the:**

- City Clerk's Office at [cityclerk@venicefl.gov](mailto:cityclerk@venicefl.gov) or call (941) 882-7390.

*The City of Venice will generally, upon request, provide appropriate aids and services leading to effective communication for qualified person with disabilities. Please contact the City Clerk at least three (3) days prior to the meeting.*

## City of Venice Request to Speak

The council / board / commission will hear comments, concerns and questions from members of the public who are present at the meeting during defined periods for public comment on the agenda. The defined periods are listed on the agenda under Audience Participation or Public Hearing.

If you wish to speak, you must fully and legibly complete this "Request to Speak" form and provide it to the City Clerk prior to the start of the meeting or prior to the resumption of the meeting if a break is taken during the meeting.

- During audience participation, you may address the meeting on any topic regardless of whether the matter is on the agenda for consideration or not. Due to sunshine laws, members of the body will not respond to your concern from the dais, however they are hearing your comments as are City staff.
- Please be respectful of meeting decorum and do not approach the Councilmembers at the dais unless called. Do not approach the Charter Officers and staff located at the dais side chambers while the meeting is in session as they are actively participating in the meeting. Availability is before the meeting begins, after the meeting ends or during specified meeting breaks.
- If your name is called and you've changed your mind about speaking, simply state aloud "pass" or leave the meeting if preferred. You do not need to update the Clerk as to your status during the meeting. Forms are not returned once submitted to the Clerk.
- If you are speaking on behalf of someone else, you must submit signed written authorization with your speaker's form, from the person or entity you are representing, unless you are their attorney.
- Public hearings are noted on the agenda and have a separate public comment period as part of the hearing process. If the topic you would like to address is the subject of a public hearing, your name will be called during the public hearing for that topic. If you are presenting evidence or testimony during the public hearing, you are required to read and sign the public hearing oath below.

### PRINT LEGIBLY:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ Date: \_\_\_\_\_

I am (check all that apply):

Speaking on Behalf of       a Venice Resident / Property Owner       a Venice Business Owner

Name: \_\_\_\_\_ City Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

My topic of interest is (check one):

**NOT** on the Agenda       On the Agenda       Public Hearing - on the Agenda

Item# \_\_\_\_\_ Item# \_\_\_\_\_

List Topic here: \_\_\_\_\_

**Public Hearing Oath:** I swear or affirm, under penalty of perjury, that the evidence or factual representation, which I am about to give or present at the public hearing held today is truthful.

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