



# REQUEST TO SPEAK FORM

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

I would like to address the Commission about a topic on the agenda.

Agenda Item # / Title \_\_\_\_\_

I would like to address the Commission about a topic that is **NOT** on the agenda.

Subject \_\_\_\_\_

Name: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Representing:  Self  Group/Org (please list) \_\_\_\_\_

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

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

Submit completed form to: [mps@mpsutility.com](mailto:mps@mpsutility.com) by 3:00 p.m. on the day of the Commission meeting.

## HOW A CUSTOMER CAN BE HEARD

The Moorhead Public Service Commission welcomes and encourages public input on issues listed on Commission agendas or of general water/electric utility MPS—time and Commission permitting. **Speakers are limited to 3-minute presentations.**

- **Agenda Topics:** Customers wishing to address the Commission regarding a specific agenda item will be afforded an opportunity during the discussion of that item.
- **Non-Agenda Topics:** Customers wishing to speak on matters not listed on the agenda will be afforded the opportunity to do so under the agenda heading “Customers to Be Heard/Recognitions.” A total of 15 minutes will be reserved on the agenda of the meeting for all non-agenda topics, with an opportunity for additional comments following the conclusion of the scheduled business items.
- **Public Hearings:** Customers can provide public input during every scheduled public hearing. All public hearings are listed on the Commission agenda.

Each person requesting the opportunity to speak is asked to fill out a “Request to Speak Form” and present it to the Administrative Assistant in attendance at the meeting.

When called upon by the Chairman, customers will be asked to approach the podium/microphone. Please state your name and City residence before proceeding with your subject matter. **All remarks should be addressed to the Commission as a body,** and not to any particular member.

*\*The Council Chambers is wheelchair accessible and additional services are available upon request. To arrange assistance, please contact the Administrative Assistant at 218.477.8005 (voice).*