

**PETITION TO ADDRESS THE COUNCIL**

St. Charles Parish Council Chairman  
P. O. Box 302  
Hahnville, LA 70057  
(985) 783-5000  
scpcouncil@stcharlesgov.net

Today's Date: \_\_\_\_\_

Dear Chairman:

Please place my name to address the Council on:

COUNCIL MEETING DATE: \_\_\_\_\_

SPECIFIC TOPIC: \_\_\_\_\_

(\*See specific guidelines on the reverse side and refer to Parish Charter Article VII Sec. I / It makes no provision for initiating debate, discussion, or question and answer sessions with Councilmembers or Administration Officials.)

DOCUMENTS, IF ANY: YES / NO  
DOCUMENTS **MUST BE ATTACHED AT THE TIME OF SUBMISSION**

NAME: \_\_\_\_\_

COMPANY / ORGANIZATION: \_\_\_\_\_

(Note: If you are speaking on behalf of a Company/Organization, see additional requirement in Council Guidelines/Page 2)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Dear Constituent:

Thank you for your active participation. The Council has a considerable amount of business to conduct in a limited amount of time, therefore, please note the following items that are expected of you:

- The Home Rule Charter provides for citizens to address the Council. **All requests and pertinent information must be received *in writing* by the Council Secretary at least one (1) week prior to the scheduled meeting; request may be hand-delivered, mailed or emailed (scpcouncil@stcharlesgov.net), to be received by 4:00 pm. It makes no provision for initiating debate, discussion, or question and answer sessions with Councilmembers or Administration Officials.** Your right is also guaranteed to examine public documents as you prepare your presentation.
- Please be brief and limit your comments to the specific subject matter on which you have requested to address the Council. Please reference the Council guidelines for time limit specifications.
- **Supporting documents/handouts if applicable must be provided at the time your form is submitted.**
- **Slanderous remarks and comments will not be tolerated.** If slanderous remarks or comments are made, your opportunity to address the Council will end, regardless of the remaining time left to address the Council.
- **Repetitious comments and subject matter will be strictly limited.**

A confirmation letter will follow when your name is placed on the agenda.

Sincerely,

  
BOB FISHER  
COUNCIL CHAIRMAN

(OVER)

# RIGHT TO DIRECT PARTICIPATION

## COUNCIL GUIDELINES

No person shall be denied the right to observe and, within Council guidelines, to address the Council provided that the person has submitted a written request containing the detailed nature of the subject to be discussed which must be germane to the Powers and Functions of the Parish Council and Government. No person shall be permitted to address the Council on the same subject matter upon which he/she has previously addressed the Council during the prior eight week period. All requests and pertinent information must be received by the Council Secretary at least one (1) week prior to the scheduled meeting. (Home Rule Charter, Article VII, Section I.)

Each person may speak once no longer than five (5) minutes except with two-thirds consent of the Council, an additional three (3) minutes may be granted to either individuals or groups. Any representative of a group addressing the Council shall state the complete name of the group in the letter request, and shall furnish the Council with a letter signed by a simple majority of the members of the Board of Directors of the group, organization or association stating permission to address the Council; the date and time that meeting was held giving said permission; and the subject to be addressed. A bonafide charter of the organization certified (ratified) by the State of Louisiana shall be filed with the Council Secretary. A current list of Executive Officers and/or Board Members shall be submitted to the Council Secretary annually or when changes occur.