



## AGENDA ITEM REQUEST FORM FOR MEETING

Citizens are most welcome to attend the meetings of the City of Greensburg.

Requests to add an agenda item must be received by the City of Greensburg five (5) full business days prior to the public meeting. The Board Chairperson and/or President of the board/committee at which you wish to speak will review your request in order to best provide information and prioritize your item on the agenda. The decision to allow you to address the board/committee and be on the agenda will be at the discretion of the Board Chairperson and/or President. Your request to address the board/committee will be acknowledged forty-eight (48) hours prior to the Board meeting. Unless additional time is requested by the board/committee, any citizen speaking on an issue will be allotted five (5) minutes to address the board/committee. Please complete the information listed below and your request will be processed accordingly.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

Name and Date of Meeting to Speak: \_\_\_\_\_

Please summarize the subject of your request to speak (add agenda item) below:

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Completed forms can be submitted via:

Email: [admin@cityofgreensburg.com](mailto:admin@cityofgreensburg.com)

Mail: 314 West Washington Street, Greensburg, IN 47240

Fax: 812-662-6925

This form is intended to effectuate reasonable and controlled access to the public meetings held by the City of Greensburg and its affiliated municipal bodies. Indiana Open Door Law, codified at Ind. Code § 5-14-1.5 *et. seq.*, provides that all public meetings must be open to allow the public the opportunity to observe and / or record the meeting. Indiana law allows the municipal body conducting the meeting to administer and effectuate any rules necessary for comments at their own meetings.

Date of receipt \_\_\_\_\_ by \_\_\_\_\_