

## **Policy for Requesting to Speak before St. Stephen, SC Town Council**

Any St. Stephen, South Carolina citizen may request to speak at Town Council.

The request must be submitted to Town Hall by 12:00 PM the Wednesday prior to the monthly Town Council meeting. This request must be submitted via email to: [info@ststephensc.gov](mailto:info@ststephensc.gov)

In the request, please state in detail what it is you wish to address to Town Council.

After the request is reviewed you may be directed to an individual Councilmember who is the Chairperson over the department(s) regarding your request.

You will be notified via email with any questions and once you have been placed on the Town Council Agenda.

Anyone that is approved to speak at Town Council is limited to a five-minute presentation.