

Adopted: August 20, 1993
Revised: September 10, 1993
April 10, 2003

CITIZEN REQUESTS

It is Authority policy to provide for and encourage citizen input at the regularly scheduled Transit Authority Business Meeting.

In order to aid citizens, Authority members and staff, anyone wishing to address the Authority should complete the attached form and submit it to the City's Transit Administrator two weeks prior to the Authority meeting to be included in the Authority agenda package. In order to provide customer service, staff can assist citizens in this process.

Forms are available in the City of Raleigh, Transit Division Office and at Moore Square. The Transit Administrator will be responsible for placing citizen requests on the Authority agenda as the first action item on the Authority Agenda for citizen convenience. Staff will provide any available back-up information. The Chairperson may determine the length of presentation at the Authority Meeting.

The Authority will also have a ten minute opportunity for public comment period at 4:00 p.m. at the regularly scheduled Transit Authority Business Meeting. Anyone who wishes to address the Authority or seeking to speak on an individual agenda item may do so by signing up at the beginning of the meeting. Each speaker will be recognized by the Chairperson and be allotted up to three minutes to speak. The Chairperson with Authority concurrence may waive the three minute time limitation or a total ten minute time limitation at his/her discretion.

The Raleigh Transit Authority meets on the second Thursday of each month at 3:30 p.m., September through May. Requests by citizens to appear on the Authority Agenda should be addressed to the Transit Administrator. In an effort to aid citizens and the Authority, use of this form is suggested.

If there is additional back-up information a citizen wishes to present to the Authority, it should be submitted along with this form. The length of presentation will be determined by the Chairperson at the time of the meeting. All information submitted with this form becomes public information and is subject to release at the request of the public and news media. Thank you.

NAME _____

ADDRESS _____

TELEPHONE _____

ORGANIZATION REPRESENTING _____

I wish to address the Authority on _____

Date

Topic: Statement of presentation you wish to make and statement of action you wish Authority to take. Attach additional sheets if needed.

Signature

This form must be returned by Thursday, 8:30a.m. two weeks prior to the meeting. Once this form is submitted, no further reminder will be given; it is up to the citizen to attend the appropriate meeting. Citizens may call the Transit Division to confirm receipt of their form and submittal to the appropriate Authority Agenda date and time.

Please return to: Transit Administrator

City of Raleigh Transportation Department
Transit Division
PO Box 590
Raleigh, NC 27602
Telephone: (919) 890-3430
FAX (919) 890-3727