

PUBLIC COMMENT FORM

Forms must be completed and submitted to the City Secretary no later than 3:30pm on the day of the meeting.

PLEASE PRINT CLEARLY

NAME _____ WORKSHOP DATE: _____

ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ Email: _____

I will speak on an item not on the agenda.

Subject: _____

1. Public comments regarding an item that is the subject of a public hearing will be heard when the public hearing is held.
2. Speakers must sign up prior to the scheduled meeting.
3. Speakers will have one opportunity to speak.
4. Speakers have the right to criticize policies, procedures, programs, and services, but speakers must stick to the time limits (3 minutes) and stay on topic.
5. Speakers are allowed up to three minutes to address the City Commission.
6. The Mayor or Presiding Officer, at his or her discretion, may reduce the time as deemed necessary to ensure meeting efficiency.
7. Be respectful and courteous to Council or board, staff, other speakers, and those in attendance at the meeting.
8. Behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item or city business; repeatedly interrupts a Council or board member; disturbs the order of the meeting; involves loud, threatening, hostile, abusive, vulgar, or obscene language; or disrupts the Council or board meeting is prohibited.
9. Any speaker or audience member that violates these rules of conduct or engages in disruptive behavior may be subject to removal from the meeting.
10. The Mayor or Presiding Officer will enforce these rules, and a person's failure or refusal to comply with an explicit request or order of the Mayor or Presiding Officer may violate the Texas Penal Code, Section 38.13.[1]

The Public Comment Session will be held towards the end of every City Commission Workshop before adjournment at 4:45 pm. You will have three (3) minutes to make your presentation and groups wishing to address the Commission are encouraged to have one spokesperson to present the group's views.

NOTE: By City Ordinance, neither the Mayor nor City Commissioners are permitted to respond to any questions or comments presented during this Public Comment portion of the meeting; however, management staff will make note of comments made and may follow up with you if necessary.

ACKNOWLEDGEMENT

City Code prohibits loud, threatening or abusive language or any disorderly conduct that impedes, disrupts, or disturbs the orderly conduct of the meeting.

Signature: _____

Date: _____

FOR ADMINISTRATIVE USE ONLY

in which received

Follow up Notes: _____