



## CITIZEN PARTICIPATION FORM

**The City Secretary must receive all  
Request to Speak Forms *prior* to the Call to Order at 4:30 p.m.  
Speakers will have three (3) minutes**

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

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_ AGENDA ITEM # \_\_\_\_\_

I WILL SPEAK ON AN ITEM NOT ON THE AGENDA:

**Subject:**

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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 and will have one opportunity to speak
3. Speakers must stick to the time limits (3 minutes) and stay on topic.
4. The Mayor or Presiding Officer, at his or her discretion, may reduce the time as deemed necessary to ensure meeting efficiency.
5. Speaker will follow rules of proper decorum which prohibits any direct or indirect personal attacks towards any member of the council or any city staff the comments made should pertain to city business and should not be threatening in nature.
6. 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 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.
7. Any speaker or audience member that violates these rules of conduct or engages in disruptive behavior may be subject to removal from the meeting.
8. 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(a)
9. If rules are violated, the microphone will be turned off and the live feed will be stopped.

### ACKNOWLEDGEMENT

City Charter Section 2-36 (c) – Rules of decorum - *Persons addressing the council*. Any person who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt, or disturb the orderly conduct of any meeting, hearing or other proceeding, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the council be ordered barred from further audience before the council during that meeting. No one shall in their utterances or actions be disrespectful to anyone else, public speaker, city staff, or city council.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_