

SPEAKING AT A PUBLIC MEETING



SPEAKING

- Be prepared to move quickly to the microphone when your name is called to speak. Do not approach the dais.
- Begin by stating your name and your city of residence.
- You will be allowed up to three minutes to address the governing body for Comments of Public Interest or Public Hearing Items. The Presiding Officer, at his or her discretion, may reduce the time as deemed necessary to ensure meeting efficiency.
- Comments shall be limited to the topic of the agenda item, or an item of general concern if made during the public comment section unrelated to a posted agenda item.
- When addressing the governing body via Zoom, access must be on a video capable device. All speakers must be visible during their comments to comply with the Texas Open Meetings Act.
- If streaming the meeting, other than via Zoom, mute the broadcast to prevent feedback.

HELPFUL TIPS

- Presentations that are less than 3 minutes long, but to the point, are more effective than long and repetitive presentations.
- If your point has been made by previous speakers, feel free to inform the Presiding Officer that you do not need to speak because your point had been made. You can make a simple statement from your seat such as the following: "I do not wish to speak. My point has been made."
- Address your remarks to the whole governing body, rather than to a specific member.
- Do not ask the governing body if anyone has questions. You will be asked to stay at the podium if there is a question.
- Please do not touch the microphone.
- When your speaking time is over, return to your seat.
- If you do not feel comfortable sitting in the chamber while waiting for your turn to speak, feel free to watch online (phone or iPad) in your vehicle or outside. Please return to the Chamber during the item prior.
- For meeting efficiency and security, access to audio visual presentation support is not available to the public during the meeting. Materials may be emailed or hard copies provided at the meeting. Contact the board secretary for requirements.

RULES OF CONDUCT

- Residents have the right to criticize policies, procedures, programs and services, but speakers must stick to the time limits and stay on topic. Be respectful and courteous to Council, staff, other speakers, and those in attendance at the meeting. 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 councilmember; disturbs the order of the meeting; involves loud, threatening, hostile, abusive, vulgar or obscene language; and intends to break up the council meeting with prolonged loud yelling or clapping is prohibited. Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting.
- Please let administrative staff know if you signed up, but decided to attend in person.
- Speakers will be called both in person and online as directed by the Presiding Officer.

SIGNS IN CHAMBER

- Maximum size is 8.5 x 11 inches.
- Signs must be held. Do not affix (tape, staple, etc.) to walls, poles, seats, or other permanent fixtures in the Chamber or leave unattended on municipal center property.
- Refrain from holding signs above your head, another person's head or blocking the view of others in attendance.
- Signs containing threatening, hostile, abusive, vulgar, or obscene language or pictures are not allowed.