

# SPEAKING AT A CITY COUNCIL MEETING

## SIGNING UP TO SPEAK

Anyone wishing to speak on a posted agenda item must complete a speaker form and submit it to the City Secretary no later than ten (10) minutes prior to the start of the Council meeting.

- Speaker forms are available at the table near the Council chamber doors and can be filled out at the meeting.
- Call the City Secretary's Office at 940.393.0204 before 3:00 p.m. on the day of the meeting. To verbally fill out a speaker form. Be sure to arrive before the start of the regular meeting to confirm your attendance with the City Secretary.
- If you prefer not to speak, you may submit written comments by: Emailing: [adelgado@decaturtx.org](mailto:adelgado@decaturtx.org)

## SPEAKING TO COUNCIL

- Be prepared to move quickly to the lectern when your name is called to speak. Do not approach the dais.
- Begin by stating your name and your address.
- You will be allowed three minutes to address the Council for Comments of Public Interest or to address the Council on Public Hearing Items.
- 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.

## HELPFUL TIPS

- Short, focused presentations are more effective than long or repetitive ones. Get to the point quickly.
- If a previous speaker has already made your point, you may inform the Mayor that you no longer wish to speak.
- If you plan to provide information to the Council, please have your materials organized and ready to give to the City Secretary, who will distribute them to the Council. Be sure to bring extra copies for the City Manager, City Secretary, and City Attorney. You may also email materials in advance to: [adelgado@decaturtx.org](mailto:adelgado@decaturtx.org).
- Direct your comments to the entire Council, not to individual members.
- Please note: No action will be taken by the Council during this portion of the meeting.
- The City Secretary will keep time. When your allotted time ends, a tone will sound, and you will be expected to conclude your remarks promptly.

## RULES OF CONDUCT

Residents are encouraged to express their views and have the right to critique City policies, procedures, programs, and services. However, speakers must adhere to the allotted time limits and remain on topic.

All participants are expected to be respectful and courteous to Councilmembers, City staff, other speakers, and those in attendance.

Disruptive behavior is prohibited and may result in removal from the meeting. This includes, but is not limited to:

- Failing to yield the floor when time has expired
- Speaking off-topic or unrelated to City business
- Repeatedly interrupting Councilmembers
- Creating disturbances that interfere with the meeting
- Using loud, threatening, hostile, abusive, vulgar, or obscene language

Everyone is expected to help maintain a respectful and orderly environment during the meeting.