City of Haslet
Public Meeting Appearance Card

WELCOME to the HASLET COUNCIL MEETING.

▪ Those wishing to address the City Council must complete this card and present it to the City Secretary prior to the matter being reached. **Groups wishing to address the same issue are encouraged to select a spokesperson.**

▪ The Mayor will ask those wishing to address the City Council to do so at the appropriate time. Please approach the speaker's podium in the center of the Council Chamber, state your name and address for the record. Please direct your comments to the Mayor and Council.

▪ Members of the public may address the Council at the following times during a meeting:

1. **Citizens Presentation** is a specified time at the beginning of each Council meeting for citizens to speak on a subject pertaining to the city's jurisdiction and is not formally scheduled on the agenda or scheduled for consideration by the Council or another city board or commission at a later date. Comments will not be allowed on any matter on which staff has scheduled or will be scheduling stakeholder or similar meetings to solicit citizen input within 60 days, it being Council's intent that such comments be made at such meetings. The Council is prohibited from deliberating or taking action on any subject not on the posted agenda. The Council may have the subject placed on an agenda for a future meeting or, if appropriate, have staff respond to your concerns. The time limit is three (3) minutes per speaker, not to exceed a total of thirty (30) minutes for all speakers.

2. **Public Hearings** may be held throughout the regular agenda items and are usually required by Texas law. Speakers will not be permitted to speak about matters or present evidence which is not germane to the item being considered. Speakers are limited to three (3) minutes for individuals. There is a cumulative limit of thirty (30) minutes for all those speaking in favor of an item and a like limit for those speaking in opposition. If needed, time limits may be extended with concurrence of Council. No person may speak twice to the same item until all persons wishing to speak have been recognized. A person will only be allowed to speak a second time when there is new evidence to present.

3. **Regular Agenda Items –** At the discretion of the Mayor and Council, an individual may be allowed to speak on a Regular Agenda item. Any member of the Council or Mayor may request that the person be heard. Unless another member of the Council objects, the Mayor shall allow the person to speak. If there is an objection, the Mayor will submit to the Council the question of whether the person shall be heard. If a majority votes to hear the person, the Mayor will allow the person to speak. Speakers must observe the 3 minute time limit.

▪ Group representatives speaking for five (5) or more individuals present in the Council Chamber may speak for ten (10) minutes. Members of the group will not be allowed to comment and will be asked to stand to confirm five individuals are present. The Mayor or City Secretary must be advised that a group presentation will be made prior to reaching the item.

▪ Public demonstrations, out of order comments, profanity, abusive language, or personal attacks directed to, or about, the Mayor, any Council Member, city staff or city board or commission members will not be tolerated. A verbal attack or attempted attack may be challenged with a point of order, or the Mayor may interrupt an offending speaker to enforce rule.

Please Print:

Name_____

Address_____

City _____ Zip_____ Phone_____ Email _____

Please select one of the following:

____ **Citizens Presentation:**
     Subject _____

____ **Public Hearings**: Agenda Item #_____
     ____ Speaking IN FAVOR   _____Speaking IN OPPOSITION
     ____ I do not wish to speak. Please record my ____ SUPPORT _____ OPPOSITION
     (Mayor will indicate at the appropriate time the names of individuals in support or opposition for the official record.)
____ *Regular Agenda* Item #_____

Group Representative: (speaking for 5 or more persons who are present and will not speak)
     ____ Yes   ____ No   (If yes, please provide list of names to city secretary with this form.)

By completing and submitting this form to the City Secretary I am agreeing to all rules and procedures outlined above.

Signature:_____   Date: _____