



## CITY OF WALLIS

## COUNCIL MEETING

## PUBLIC COMMENT PROCEDURES

Citizens who would like to speak before City Council on a specific agenda item or make a general comment must fill out a Public Participation Form with the City Secretary prior to the meeting start time. Citizens may submit in advance a Public Participation Form in person or by email to the City Secretary, [cityclerk@wallistexas.org](mailto:cityclerk@wallistexas.org). The deadline to submit a public participation form by email is 4:00pm on the day of the meeting. Forms will also be available in the Council Chamber 30 minutes prior to the meeting start time. All requested information on the form must be provided. Incomplete forms will not be accepted. Comments will be taken during the Public Comment section on the agenda. The request to speak is void if the citizen is not present at the time their name is called. If you have documentation you wish to present to Mayor and Council, copies must be presented to the City Secretary for distribution prior to the meeting start time. Distribution is not allowed while addressing City Council. Workshop Meetings are work sessions for Council and will not accept public comment.

### During the Public Comments:

- The Mayor will invite you to approach the podium
- State your name and address
- Citizens may speak on up to three (3) specific agenda items, or a maximum of once during public comments.
- Speakers are limited to three (3) minutes, except that a speaker who addresses City Council through a translator is limited to six (6) minutes.
- A timer may be used, time will begin as soon as you begin speaking.

### Rules of Conduct

- Speakers must address their comments to the presiding Council rather than to individual Councilmembers or staff.
- Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room and barred from reentering the Council Chamber during the session of City Council.
- Do not direct your comments to the audience.