

SPEAKER REQUEST GUIDELINES

SIGN UP

Citizens who would like to speak before City Council must register with the City Secretary prior to the meeting start time. Citizens may submit in advance a Public Participation Form online. The deadline to receive online submittals is 5:30 pm on the day of a City Council meeting. Forms are also 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. Registration by proxy is not allowed. The request to speak is void if the citizen is not present at the time their name is called.

DURING COMMENTS

- The Mayor will invite you to approach the podium.
- State your name and address for the record.
- Citizens may speak on up to three (3) specific agenda items, or a maximum of once during General Comments and up to two (2) additional specific agenda items.
- Speakers are limited to three (3) minutes, except that a speaker who addresses City Council through a translator is limited to six (6) minutes.

HELPFUL TIPS

- Please use the podium marked for “Presenters and Speakers”.
- The City Secretary will use a timer, and the time begins as soon as you begin speaking.
- A timer will go off indicating the conclusion of your comments.
- If you have written notes you wish to present to Mayor and Council, please furnish an extra copy to the City Secretary for official recordkeeping.

RULES OF CONDUCT

- Speakers must address their comments to the presiding Council rather than to individual Council members 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.



SIGN UP TO SPEAK DURING A CITY COUNCIL MEETING

Online

<https://www.rosenbergtx.gov/FormCenter/City-Secretary-4/Public-Participation-Form-for-Speaking-a-46>

Forms submitted online will be accepted up to 5:30 pm on the day of the City Council meeting. No online submittals will be accepted after such time.

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### **In Person**

Forms will be accepted by the City Secretary prior to the meeting start time. No requests for citizen comments will be accepted after the posted time to begin the meeting.

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There is a three (3) minute time limit for each citizen to speak (six (6) minutes if using a translator).

**QUESTIONS?
CALL THE CITY SECRETARY'S OFFICE
832-595-3340**