

PERSONS TO BE HEARD FORM

This Persons to be Heard form is dual in nature:

Citizen's Participation and Request to Speak on a Posted Agenda Item.

The public may address the City Council on matters which are not on the Agenda (Citizen's Participation) and/or for public comment on posted Agenda Items (Request to Speak on a Posted Agenda Item).

CITIZEN'S PARTICIPATION

Council may not comment publicly on issues raised, but may direct the City Manager to resolve or request the matter to be placed on a future agenda. Such public comments shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended.

Are you a resident and/or business owner in Azle? YES ___ NO ___

Subject Matter: *(Please print/write subject matter you wish to address the Council)*

REQUEST TO SPEAK ON A POSTED AGENDA ITEM

Are you a resident and/or business owner in Azle? YES ___ NO ___

Agenda Item Number(s)

No. _____ No. _____ No. _____

For ___ Against ___ For ___ Against ___ For ___ Against ___

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**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_



**Council Meeting Date**

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## **Manner of Addressing the Council**

Once recognized by the Presiding Officer (Mayor), each person addressing the Council shall step up to the microphone and give their full name and address, for the record.

All presentations and discussion are to be directed to the City Council as a whole and all questions shall be addressed to the Mayor.

No person, other than the members of the Council, city staff and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council.

### **Time Limit**

Each speaker is allowed (4) four minutes to speak on the subject item.

Any person desiring to address the Council during a meeting shall first fill out the information requested on the opposite side of this form and hand it to the City Secretary before approaching the speaker's podium. If the above requirements are not met, the person requesting to speak to the Council will be delayed until the form is filled out.

## **Citizen Participation**

There shall be included on the Agenda of each City Council meeting, an item labeled Citizen's Participation.

Members of the public may address the City Council on issues or concerns that are not on the posted Agenda during the Citizen's Participation. However, City Council Members and Staff may not discuss those items nor take any action thereon other than refer to staff or to place the item on a future Agenda.

### **Request to Speak on a Posted Agenda Item**

Interested persons, or their authorized representatives may address the Council for communications relating to any matter over which the Council has control when the item is under consideration by the Council.

#### ▪ **Handouts/Written Communications**

The public may address the Council by written communication in regard to any matter concerning the City's business over which the Council has control at any time by addressing the city secretary. Copies will be distributed to the Council Members.

- **Public Hearings** - The Request to Speak on a Posted Agenda Item can be used during public hearings.

## **Personal and Slanderous Remarks**

Personal and/or slanderous remarks and conduct unbecoming will not be allowed during the Council meeting. Any person making inappropriate remarks or anyone who shall become boisterous; either while addressing the Council or while in attendance at any City meeting may be requested to leave the meeting and may be removed from the meeting, if necessary.