

# SPEAKER REGISTRATION

**Fill out ALL blanks.  
INCOMPLETE FORMS WILL NOT BE ACCEPTED**

**PLEASE PRINT**

## PUBLIC MEETING INFORMATION

**MEETING DATE:** \_\_\_\_\_

**AGENDA ITEM:** General Comments  Agenda Item #: \_\_\_\_\_

*(There are no general comments at Workshop or Special meetings. You must speak on a specific agenda item.)*

## SPEAKER INFORMATION

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

I acknowledge that, if called to speak, I will only speak to the agenda item noted above in accordance with the City of Rosenberg Rules of Procedure, and that my comments will be limited to a maximum of three (3) minutes, except that a speaker who addresses the City Council through a translator is limited to six (6) minutes. I agree that I will not indulge in personalities, use language personally offensive, question motives of Members of the City Council, staff or the public, charge deliberate misrepresentation, or use language tending to hold a member of the City Council, staff or the public up to contempt. I understand that if I violate these rules, I am subject to removal from the City Council meeting.

Signature: \_\_\_\_\_

NOTE: This form must be presented to the City Secretary prior to the time that the meeting is called to order. Any documentation you wish to provide should accompany this form when you present it to the City Secretary. This document provided becomes public record and is recorded with materials regarding the City Council.

## CITIZEN PARTICIPATION AT MEETINGS

**Persons Desiring to Comment.** Citizens who desire to address the City Council with regard to matters on the Consent or Regular Agenda or with General Comments, as it related to the City of Rosenberg, should sign up with the City Secretary prior to the meeting being called to order. Citizens are only allowed to speak once during any meeting, either under “General Comments from the Audience”, or under “Comments from the Audience for Consent and Regular Agenda Items”. There are no general comments at Workshop or Special meetings.

❖ Citizens who desire to address the City Council with regard to comments of a general nature, as it relates to the City of Rosenberg, will be heard during the preamble of the meeting under “General Comments from the Audience”.

Citizens who desire to address the City Council with regard to consent or regular agenda times, will be heard either during the preamble of the meeting under “Comments from the Audience for Consent and Regular Agenda Items” or at the time the item is considered. Comments or discussion by City Council Members on Consent or Regular Agenda items will only be made at the time the item is scheduled for consideration.

Citizens who desire to make a brief comment as it directly relates to an item on a Workshop agenda, will be heard under “Comments from the Audience for Workshop Agenda Items”, or at the time the item is discussed.

The following applies to all comments from the audience:

- ❖ Each speaker is limited to three (3) minutes, except that a speaker who addresses the City Council through a translator is limited to six (6) minutes.
- ❖ Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room and shall be barred from reentering the Chamber during the session of City Council.
- ❖ It is our policy to have all speakers identify themselves by providing their name and residential address when making comments.
- ❖ **Council will deliberate when an agenda item is presented and will take your comments into consideration. In accordance with the Texas Open Meetings Act, and pursuant to Sec. 551.042 of the Texas Government Code, the City Council is restricted from discussing or taking action on items not listed on the agenda.**

## SPEAKER INSTRUCTIONS

*Should you have questions concerning the procedure or the Public Participation Form, please contact the City Secretary’s Office at 832-595-3340.*

- ◆ Fill out a “Speaker Request Form”.
- ◆ Submit form to the City Secretary prior to the meeting being called to order.
- ◆ In situations where a large number of citizens representing a certain delegation wish to speak, the group is encouraged to designate a spokesperson to present comments.
- ◆ Speaker comments are limited to a total of 3 minutes per speaker, except that a speaker who addresses the City Council through a translator is limited to six (6) minutes.
- ◆ When recognized by the Mayor, approach the podium.
- ◆ Clearly state your name and address before beginning the presentation.
- ◆ A copy of any documentation you wish to distribute at the meeting must be provided to the City Secretary for the official record.