# PUBLIC HEARING SIGN-UP FORM

**Regular Meeting Date:** _____
**MM / DD / YY**

***** Please PRINT all information *****

**Name:** _____ **Phone:** _____

**Address:** _____

**Email:** _____ **Comments:** ☐ **WRITTEN** ☐ **ORAL**

**Comments will be presented for PUBLIC HEARING AGENDA ITEM #** _____

**FOR WRITTEN COMMENTS, PLEASE WRITE BELOW:**

_____

_____

_____

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_____

☐ **COMMENTS CONTINUED ON ATTACHED DOCUMENT OF _____ PAGE(S)**

**FOR ORAL COMMENTS:**

1. YOU MUST SIGN UP PRIOR TO THE SCHEDULED MEETING
   *(At the City Secretary's Office during regular business hours, or from 5:00 p.m. to 6:45 p.m. the day of the meeting.);*
2. YOU WILL HAVE ONE OPPORTUNITY TO SPEAK; AND
3. YOU MUST OBSERVE THE 3-MINUTE TIME LIMIT. *(Time cannot be transferred to another speaker.)*

Inquiries from speakers about matters not listed on the agenda will either be directed to the Staff or placed on a future agenda for Council consideration. **See reverse side for additional rules**.

**MAIL, FAX OR EMAIL COMPLETED FORM TO:**

City of College Station
City Secretary's Office – City Hall
1101 Texas Avenue, College Station, Texas 77840
Fax: 979-764-6377
Email: commentform@cstx.gov

OFFICE USE ONLY:
(# in which received)

# RULES FOR PUBLIC COMMENTS AT CITY COUNCIL MEETINGS

**Public Comments:** The City Council welcomes written and oral comments from the public at regular meetings. Individuals wishing to speak must sign in at the City Secretary's Office at City Hall during regular business hours, or from 5:00 p.m. to 6:45 p.m. the day of the meeting. Speakers who have not registered by 6:45 p.m. may be allowed to speak after first registering with the City Secretary before the Hear Visitors period is finished or the agenda item has been finished. Speakers will have one opportunity to speak during the time period, and they must observe the three-minute time limit. Time cannot be transferred. When a speaker yields the floor, he/she waives their remaining time, but that remaining time does not get added to another speaker's time.

**Written Comments / Handouts / PowerPoint**: Individuals may use the comment sheets provided in the City Secretary's Office at City Hall. Comment sheets submitted to the City Secretary by 6:45 p.m. on the day of the Council meeting will be copied and distributed to the Council Members. An individual who wishes to submit other written material should submit 10 copies to the City Secretary for distribution to Council Members and senior staff. Individuals wishing to provide a PowerPoint presentation must submit the presentation to the City Secretary's office no later than noon the day of the meeting. This will allow staff time to review any type of video or PowerPoint to determine appropriateness for display at a public meeting, and to give the IT department enough time to check the files or CDs to make sure that there are no viruses prior to loading on the City computers.

**Hear Visitors Period**: The Hear Visitors section is set aside during Regular Meetings in order to give the public the opportunity to speak on City-related matters **not** covered by the agenda. However, no formal action will be taken on any matters not listed on the agenda. The response of the Council to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or reciting existing policy in response to the inquiry. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting.

**Consent and Regular Agenda Items:** At the discretion of the Mayor, individuals may be allowed to speak on either a Consent or Regular Agenda item. Individuals who wish to address the Council on either a Consent or Regular agenda item shall register with the City Secretary during regular business hours, or from 5:00-6:45 p.m. the day of the meeting. Speakers who have not registered by 6:45 p.m. may be allowed to speak after first registering with the City Secretary. Speakers will have one opportunity to speak during the time period, and they must observe the three-minute time limit. Time cannot be transferred. When a speaker yields the floor, he/she waives their remaining time, but that remaining time does not get added to another speaker's time. Comments on the agenda items must be made when the agenda item comes before the Council.

**Public Hearings:** Registering to speak at a Public Hearing is the same as for a regular agenda item. After a Public Hearing is closed, there shall be no additional public comments. If Council needs additional information from the general public, some limited comments may be allowed at the discretion of the Mayor.

**Rules for Speakers:**

1. Members of the public may address the City Council at the following times during a meeting:
   - During Hear Visitors Period, if such a period is on the agenda for the meeting.
   - During a public hearing on an agenda item.
   - During Consent and Regular Agenda items with the permission of the presiding officer.
   - During Work Study Agenda items with the permission of the presiding officer.

2. Speakers must state their name and address for the record.
3. Speakers must address all comments and questions to the presiding officer.
4. Speakers must limit their comments to three minutes.
5. Speakers may not employ tactics of defamation, intimidation, personal affronts, profanity, or threats of violence.