



CITY COUNCIL MEETINGS

PROCEDURES FOR PUBLIC APPEARANCES

The City Council of the City of Temple, Texas, meets in regular session the first and third Thursdays of each month at 2 N Main Street, 2nd Floor Council Chambers, Temple, Texas 76501, at 5:00 P.M.

The following procedures for public appearances were adopted for citizens wishing to appear before the City Council.

- (1) Persons (presenters) desiring to be heard must sign up in the City Secretary's Office by 10:00 AM on Wednesday, the week prior to the Council Meeting.
- (2) The presenter will sign up by name and one subject. Subjects will be prioritized if more than one item is requested.
- (3) Each presentation will be posted as an agenda item, limited to five minutes and one subject.
- (4) A maximum of six, 5-minute items will be allowed on any one agenda.
- (5) A presenter may sign up for more than one 5-minute item. If less than six slots are requested, a presenter will be allowed more than one item. The excess available slots will be divided evenly between presenters who request more than one item.
- (6) The Council may discuss presentations among themselves in open session, however, no action will be taken at that time.
- (7) Presenters may not make personal attacks, use profanity, become abusive or discuss claims against the City.
- (8) Complaints against City employees may be required to be presented in executive session.
- (9) City employees may participate only on items not related to their employment.

PLEASE ADDRESS ALL COMMENTS AND QUESTIONS TO THE MAYOR. GIVE YOUR NAME AND ADDRESS. SPEAK CLEARLY INTO THE MICROPHONE.



CITY COUNCIL MEETINGS

REQUEST FOR PLACEMENT ON AGENDA

__Priority

NAME OF PRESENTER: _____

ADDRESS: _____

TELEPHONE NO. _____

DATE REQUESTED TO APPEAR BEFORE THE COUNCIL: (Note – The City Council meets the first and third Thursdays of each month.) _____

SUBJECT TO BE PRESENTED: (Your description must identify the subject matter of your appearance in sufficient detail to alert the public what topic you will discuss and what action you are requesting by the Council.) _____

Note: Separate requests must be completed for each subject presented.

I, the above identified presenter, have read the procedures for public appearances before the City Council of the City of Temple, Texas, and will abide by these procedures.

SIGNATURE OF PRESENTER

DATE

For Office Use:
