

SPEAKER CARD

BOX ONE	Name (Please Print): _____ Address (Please Print): _____ Telephone: (optional) _____ Email: (optional) _____
BOX TWO	<i>If you are a member of a Group that wishes to designate a spokesperson please complete this box, if not please disregard this box and complete BOX THREE.</i> Name of Group: _____ Designated Spokesperson: _____
BOX THREE	Date: _____ SUBJECT (S) OR AGENDA ITEM ON WHICH YOU WISH TO SPEAK: _____ _____ _____ Were you unable to speak on the same matter during Citizen’s Comment at the previous Council Meeting due to time running out: <input type="checkbox"/> Yes <input type="checkbox"/> No

INSTRUCTIONS

- Citizens that desire to speak should LEGIBLY complete and turn this Speaker Card into the City Secretary or her designated representative before or as soon as reasonably possible after the agenda item, they wish to speak on has been raised.
- You must fill out one (1) card for each agenda item you wish to speak on.
- Failure to properly fill out this Speaker Card may result in this it being discarded.
- Citizens who wish to address the City Council about an item on the agenda which are scheduled for Council action will have three (3) minutes to express their positions or give testimony this time may be extended by the Chair up to ten (10) minutes depending on the complexity of the issue. No additional time can be granted without a majority vote of the City Council. Please indicate the agenda item number on which you wish to comment in Box Three.
- Citizens wishing to address Council regarding a topic not on the agenda are afforded the three (3) minutes to express their positions during “Public Comments” section. This time may be extended once by thirty (30) seconds by the Chair, or once by no more than two (2) minutes by a majority vote of the City Council as the Citizen’s Comment period may not exceed thirty (30) minutes. Please indicate the subject matter you wish to speak on in Box Three. If you present and are unable to speak because time ran out during Citizen’s Comment you will be given priority in the order of speakers at the following citizens’ comment opportunity, if then present.

WHEN ADDRESSING THE COUNCIL PLEASE REMEMBER:

1. Please identify yourself and state your address, before addressing the Council.
2. All remarks shall be addressed to the City Council as a whole and not to individual members or other speakers. Questions, if any, shall be directed to the Chair who will determine whether, or in what manner, an answer will be provided.
3. All remarks MUST be germane to the matter(s) being considered when discussing an agenda item or be related to City Business if made during Citizen’s Comment.
4. Citizens are expected to conduct themselves with proper decorum. Profanity, insulting, or threatening language or behavior, including racial, ethnic or gender slurs, or refusal to follow the Rules of Order & Procedure will not be tolerated and may result in cancellation of the speaker’s remaining time and/or possible removal from the meeting.
5. In accordance with the Open Meetings Act, the City Council may not deliberate matters that are not on the meeting agenda. The Council may, but is not required to, provide a statement of specific factual information or recite existing policy in response to an inquiry. The Council may also deliberate whether to place the matter on a subsequent meeting agenda. As a result of time limitations and Open Meetings Act restraints, citizens are encouraged to bring questions to staff or individual Council members outside of the meeting.

I have read and understand the Rules of Order and Procedure set forth in Chapter 42, of the Code of Ordinances of the City of Rusk, Texas which is summarized in part herein and agree to adhere to said rules and direction from the council regarding time limits and decorum.

Citizen Signature