

# NEW SPEAKER REQUEST GUIDELINES CITY COUNCIL LISTENS

## SIGN UP

Anyone who chooses to speak before Council must sign up no later than 30 minutes prior to the start of the regular council meeting typically 5:30pm. Speakers **must use the online form or paper form** available in the council chambers. **Any other form of request such as email may not be considered in lieu of the form.**

## DURING comments

- The Mayor will invite you to approach the podium.
- Be prepared to make your comment.
- You will be allowed up to 3 minutes.
- Up to 15 minutes on the same topic for multiple speakers.
- State your full name and address.
- Direct your comments to the City Council.

## HELPFUL tips

- The podium has a countdown clock, which will indicate how much time is remaining to speak.
- When the time has ended, a tone will sound and your comments should be completed.
- If you have written notes you wish to present to Mayor and Council, please furnish an extra copy for the official files.
- Audio/visual presentations must be submitted 30 minutes prior to the meeting to the City Secretary's Office.
- Make material submissions to:
  - City Secretary [Amy.Piukana@farmersbranchtx.gov](mailto:Amy.Piukana@farmersbranchtx.gov)
  - City Manager [Charles.Cox@farmersbranchtx.gov](mailto:Charles.Cox@farmersbranchtx.gov)
  - Mayor [Robert.Dye@farmersbranchtx.gov](mailto:Robert.Dye@farmersbranchtx.gov)

## RULES of conduct

- No disparaging or inflammatory remarks directed at City Council or City Administration.
- Don't direct your comments to the audience.
- Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting.



Sign up to speak  
during a City Council  
Meeting!

## Online Form:

[//www.farmersbranchtx.gov/101/City-Council](http://www.farmersbranchtx.gov/101/City-Council)

Forms will be accepted  
by the City Secretary  
typically until 5:30pm

or

30 minutes prior to the  
start of the meeting.

There is a three (3)  
minute time limit for each  
citizen to speak.

There is a reasonable  
limitation on one topic or  
item with a maximum of  
fifteen (15) total minutes.

## QUESTIONS?

Call 972.919.2503