



CITIZEN/PUBLIC COMMENT REGISTRATION FORM

This registration form must be completed and returned to the City Secretary or recording secretary prior to the start of the meeting.

- The Texas Open Meetings Act restricts council members, boards and commission members, and staff from discussing items not posted on the agenda. Action or responses to your remarks by council members, boards and commission members, and staff (if not a posted agenda item) is limited to either a statement of fact or recitation of existing policy, or a proposal to place the subject on the agenda for a future meeting.
- Speaking time is limited to 3 minutes for each individual.
- Comments should be directed to the entire council; not individual members or members of the audience.
- If an item on the agenda for that meeting provides for a public hearing, the person wishing to make comments on that item shall speak at the time of the public hearing.
- The Presiding Officer or recording secretary will ask for those wishing to address the Council or Boards to do so at the appropriate time. Please approach the speaker's stand, state your name and address for the record, and discuss the topic of interest.
- If you have written notes you wish to present, please furnish a copy to the City Secretary or recording secretary for the official files.
- **ENGAGING IN VERBAL ATTACKS OR COMMENTS INTENDED TO INSULT OR SLANDER ANY INDIVIDUAL SHALL BE CAUSE FOR TERMINATION OF SPEAKING PRIVILEGES.**
- In accordance with City of Hutchins Public Comments Policy and Procedures adopted by Resolution R2019-0778 on August 19, 2019.
- Citizens who have questions concerning procedure or the registration form may request assistance from the City Secretary or recording secretary.

COMMENTS REGISTRATION FORM

MEETING OF: _____

MEETING DATE: _____

Speaker Name: _____ Phone: _____

Address _____ City _____ Zip _____

IF SPEAKING FOR AN ORGANIZATION:

Name of Organization: _____

Speaker's Official Capacity: _____

GENERAL CITIZENS COMMENTS

☐ I wish to speak during **GENERAL CITIZENS COMMENTS**:

COMMENTS _____

PUBLIC COMMENTS PUBLIC HEARING AND/OR REGULAR AGENDA ITEMS FOR CONSIDERATION

☐ I wish to speak for **AGENDA ITEM #** _____

☐ in support ☐ in opposition

☐ I wish to speak for **PUBLIC HEARING AGENDA ITEM#** _____

☐ in support ☐ in opposition

COMMENTS: _____

