

PUBLIC COMMENT 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 AGENDA ITEM # _____

FOR WRITTEN COMMENTS ON AGENDA ITEMS, PLEASE USE SPACE PROVIDED BELOW:

COMMENTS CONTINUED ON ATTACHED DOCUMENT OF _____ PAGE(S)

FOR ORAL COMMENTS:

1. IF THE ITEM ON WHICH YOU WISH TO SPEAK IS POSTED ON THE AGENDA, YOU MAY SIGN UP TO SPEAK ANY TIME UP UNTIL THIRTY (30) MINUTES PRIOR TO THE START OF THE SCHEDULED MEETING;
2. IF THE ITEM ON WHICH YOU WISH TO SPEAK IS NOT POSTED ON THE AGENDA, YOU MUST SIGN UP NO LATER THAN SEVENTY-FIVE (75) HOURS PRIOR TO THE SCHEDULED START OF THE MEETING BY SUBMITTING THIS FORM BY FAX, EMAIL, OR IN PERSON (during business hours) TO THE CITY MANAGER'S OFFICE
3. YOU WILL HAVE ONE OPPORTUNITY TO SPEAK; and
4. 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 Lubbock
City Manager's Office - City Hall
1625 13th Street, Lubbock, Texas 79401
Fax: 806-775-3924
Email: bbessent@mylubbock.us

RULES FOR PUBLIC COMMENTS AT CITY COUNCIL MEETINGS

Public Comments/Regular and Consent Agendas: The City Council welcomes written and oral comments from the public at regular meetings. Individuals wishing to speak on matters posted on the regular or consent agendas, or in the City Council's jurisdiction but not posted on the regular or consent agendas, must submit a completed form to the City Manager's Office at City Hall in advance of the seventy-five (75) hour deadline. Individuals wishing to speak to matters posted on the consent or regular agendas only, must submit a completed form to the City Council meeting attendant thirty (30) minutes prior to the beginning of the meeting. Speakers will have one opportunity to speak during the allotted time period, and they must observe the three-minute time limit. Time cannot be transferred. When a speaker yields the floor, he/she waives any remaining time, but that remaining time does not get added to another speaker's time.

Written Comments / Handouts: Individuals may use the comment sheets provided online, or in the City Manager's Office at City Hall. Comment sheets submitted at the City Council meeting thirty (30) minutes or more prior to its start 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 Manager, in advance, or to the attendant at the meeting for distribution to Council Members and senior staff.

Public Hearings: Registering to speak at a Public Hearing is by the same method as for a regular agenda item. After a Public Hearing is closed, if Council needs additional information from the general public, some limited comments may be allowed at the discretion of the Mayor.

Additional Rules for Speakers:

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