



**CITY OF BUDA  
PUBLIC COMMENT FORM**

A **Public Comment** period will be provided at each regular meeting of the City Council or Board/Commission to allow for members of the public to participate and speak to the City Council or Board/Commission **on any topic that is not on the meeting agenda**. The presiding officer shall routinely provide three (3) minutes to each person who desires to speak but may provide no less than one (1) minute and no more than five (5) minutes to each person addressing the City Council or Board/Commission. The amount of time provided to each person during Public Comment, if altered by the presiding officer, shall be announced by the presiding officer prior to recognizing persons to speak and shall be objectively applied to all persons speaking during Public Comment. For additional information, see the excerpt from the Rules of Procedure on the back page.

**DIRECTIONS: 1)** To address the Council or Board/Commission on an issue, please complete this form in its entirety, and give to the City Clerk or Board Liaison prior to the start of the meeting. **Please complete a separate form for each subject matter or other items you wish to address.**



**2) To distribute supporting documents or other information to the Council or Board/Commission, the document and/or information must be submitted to the City Clerk or Board Liaison prior to the start of the meeting. FORMS OR INFORMATION FOR DISTRIBUTION WILL NOT BE ACCEPTED AFTER THE MEETING STARTS.**

**NAME** (Please Print): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Type of Meeting: ( ) City Council ( ) Commission Name: \_\_\_\_\_

I am appearing before this body to speak\*: ( ) For ( ) Against ( ) Neutral

Regarding the following subject matter or other matter: \_\_\_\_\_

**\*HOW DO YOU WISH TO PARTICIPATE?** ( ) I wish to speak before Council or Board/Commission.

( ) I wish to provide a written statement to be read into the record. My written statement is attached.

**YIELD OF TIME:** I yield my time to (state individual's name) \_\_\_\_\_ to speak on my behalf. I understand any yield of time shall only extend a period to speak by one minute and no person shall be allowed to speak for more than three additional minutes, regardless of the number of persons willing to yield time to the person speaking.

I hereby certify that the above information and statements are true and accurate, and that I have listed all persons or entities that I have been authorized to represent in reference to the matters on which I am appearing.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Participant /Witness

Please note Forms or information for distribution will not be accepted after the meeting starts.

The following is an excerpt from the Rules of Procedure, Rule 11. Public Comment and Public Testimony. The full version is available upon request, on the City's website, or in the Office of the City Clerk.

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1. A **Public Comment** period will be provided at each regular meeting of the City Council to allow for members of the public to participate and speak to the City Council **on any topic that is not on the meeting agenda**. A **Public Testimony** period will be provided at each meeting of the City Council to allow members of the public to participate and speak to the City Council **on any topic that is on the meeting agenda**, prior to any vote on the matter up for consideration.
2. .... **Members of the public who wish to participate in Public Comment must complete a sign-in form and turn it into the City Clerk before the period provided for Public Comment is called for consideration by the presiding officer. Members of the public who wish to participate during the Public Testimony period provided for any item on the agenda must complete a sign-in form and turn it into the City Clerk before the item they wish to participate in is called for consideration by the presiding officer.** Only those persons that follow this procedure are entitled to participate during the Public Comment and Public Testimony periods of any meeting, unless otherwise recognized by the presiding officer.
3. Public Comment and Public Testimony shall not be used for public criticism of any person and shall be used only to address the City Council. It may include public criticism of the city, the governing body and include any act, omission, policy, procedure, program or service. However, any statement that is otherwise prohibited by law, including common law claims of slander, are prohibited. Speakers shall always be respectful and shall not conduct themselves out of order. Speakers shall not disobey lawful instructions from the presiding officer or his or her designee. Any member of the public interrupting City Council proceedings, approaching the dais without permission, fail to abide by these rules of procedure, or otherwise create a disturbance shall be deemed guilty of disrupting a meeting (Section 42.05 of the Texas Penal Code, Class B Misdemeanor) and, at the direction of the presiding officer, shall be removed from Council Chambers.
4. Any person who addresses the City Council through a translator during periods provided for Public Comment or Public Testimony shall be provided twice the amount of time as a member of the public who does not require the assistance of a translator in order to ensure that non-English speakers receive the same opportunity to address the City Council as English speaking members of the public.
5. Rules regarding Public Comment:
  - A) **Public Comment is for non-agenda items.** Any person desiring to address the City Council shall have a reasonable opportunity to be heard at all regular meetings of the City Council in regard to **any item not on the agenda** during the Public Comment portion of the meeting.
  - B) The City Council may not discuss or comment upon any matter not on the agenda that is raised during Public Comment other than to request that the matter be placed on a later agenda, to respond with a statement of specific factual information, to ask staff to recite the governmental body's existing policy on the issue, to direct the person making the inquiry to visit with staff about the issue, and request the item be placed on a future agenda.
  - C) The presiding officer shall routinely provide three (3) minutes to each person who desires to speak but may provide no less than one (1) minute and no more than five (5) minutes to each person addressing the City Council. The amount of time provided to each person during Public Comment, if altered by the presiding officer, shall be announced by the presiding officer prior to recognizing persons to speak and shall be objectively applied to all persons speaking during Public Comment. The presiding officer shall consider the length of the agenda, the items to be considered, the number of people who elected to address the City Council, and any other reasonable factor in determining the appropriate amount of time for Public Comment at each meeting.
  - D) Persons who desire to speak may, **prior to the meeting**, "yield time" to allow another person who also desires to speak, to speak on their behalf by indicating the desire to yield time, and to whom, on their sign-in form; however, any yield of time shall only extend a period to speak by one minute and no person shall be allowed to speak for more than three additional minutes, regardless of the number of persons willing to yield time to the person speaking. Persons may not yield time after the meeting is called to order.
  - E) The Public Comment portion of the meeting shall be limited to a 30-minute period of time, unless a Motion is made and seconded to extend the time for Public Comment for a period of time stated in the motion and a majority of the City Council approve the Motion.