

# How to Appear Before City Council

If you wish to address the City Council during the City Council Meetings, please follow the suggestions below:

- Anyone wishing to speak for or against issues on the Council Agenda must sign in as well as complete a Request to Speak card, identifying the item on the Agenda they wish to address, prior to the Council Meeting. Only those who have turned in a card to the City Secretary will be allowed to speak.
- The Cards and register are available at the entrance of the Council Chambers prior to each Council Meeting.

**Appearance cards are in two colors:**

<b>Request to Speak</b>	<b>Written Comments Only</b>
<ul style="list-style-type: none"><li>➤ To register your position in favor or against an item before council</li><li>➤ To address the council on a topic of interest not posted on the agenda.</li></ul>	<ul style="list-style-type: none"><li>➤ To comment on an item before the City council or that you wish the City Council to consider in the future.</li></ul>

- Only one speaker may address the Council a time.
- Each speaker must come to the podium, sign the register sheet and identify himself by name and address for Council records. At this time, speak into the microphone so that official minutes can reflect your appearance.
- The proponent and opponent of an issue will be allowed 10 minutes for presentations; all other speakers for or against will be allowed 5 minutes. The proponent will be allowed 5 minutes for rebuttal. Time will be regulated by a stopwatch.
- If you desire an item be considered on the Council Agenda, a written request must be made to the City Secretary's Office no later than 14 days prior to the Council Meeting. At that time, it will be determined whether City Council action is necessary or if the item should be handled by City Staff.

## **Tips for Making Successful Presentations to the Cleburne City Council**

- State your name and address at the start of your presentation.
- The best presentations about the issue under discussion are to the point. Presentations that are less than 3 minutes long, but to the point, are more effective with Council than long and repetitive presentations.
- If your point has been made by previous speakers, feel free to inform the Mayor that you do not need to speak because your point had been raised. You can make a simple statement from your seat such as the following: "I do not wish to speak. My point has been made."
- If you plan to present Council with information, have it organized and ready to pass to the City Secretary who will distribute it to Council. Begin your presentation immediately.
- Address your remarks to the whole Council, rather than to a specific member.
- When the City Secretary's timer goes off to signal the end of your time, sum up immediately to avoid the Mayor interrupting you with instructions to stop.