

# CITIZEN COMMENTS APPEARANCE REQUEST PROCESSES & PROCEDURES

---

## for the City of Humble Council Meeting Posted Agenda Items

The purpose of these processes and procedures is to provide citizens with clear information about the City's protocols for public comments on posted agenda items.

### REGULAR CITY COUNCIL MEETINGS

The City Council meets regularly on the second and fourth Thursday of each month at 6:30 p.m., unless cancelled by the governing body. Special meetings may also be called as needed by the City Council. Meetings are open to the public and normally held in the City Hall Council Chamber at 114 W. Higgins St., Humble, Texas 77338.

To confirm the meeting location, visit the posted agenda at the link below at least 72-hours before the scheduled regular meeting. You can also subscribe to email updates for each agenda posted on the same webpage: <https://www.cityofhumbletx.gov/council-meetings/>.

### PUBLIC COMMENTS ON POSTED AGENDA ITEMS

Public comments on posted agenda items are limited to three (3) minutes per speaker and are taken in the order they are received. The Citizen Comment period, held during each Regular Meeting, is limited to a maximum of thirty (30) minutes.

### APPEARANCE SUBMISSION FORM

To speak on a posted agenda item, a written request must be submitted to the City Secretary by 3:00 p.m. on the day of the City Council meeting. Requests can be submitted using one of the following methods using the prepared "Appearance Form for Posted Agenda Items" provided.

1. **Email:** [CitySecretary@humbletx.gov](mailto:CitySecretary@humbletx.gov)
2. **In Person:** City of Humble, City Hall, Attention City Secretary Department, 114 W. Higgins St., Humble, TX 77338
3. **Online Submission:** <https://www.cityofhumbletx.gov/appearance-form-for-posted-agenda-items/>

### PUBLIC COMMENT PROCESS

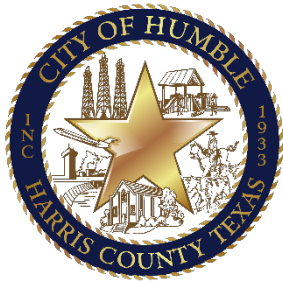
The Mayor will call speakers by name at the appropriate time during the meeting. When called, please approach the podium at the center of the Council Chambers, state your name and address for the record, and speak on the agenda item listed in your submission form.

All comments must be directed to the Mayor and must not include personal attacks, vulgar, coarse, or obscene language. Failure to follow these guidelines may result in removal from the meeting at the Mayor's discretion.

### GENERAL PUBLIC COMMENTS (NON-AGENDA ITEMS)

For comments or concerns regarding topics not listed on the agenda, please submit them in writing to the City Manager using the "Have a Question? Send Us a Message" form available at: <https://www.cityofhumbletx.gov/contact-us/>.

---



# CITIZEN COMMENTS APPEARANCE FORM FOR POSTED AGENDA ITEMS

Welcome to the City of Humble Council Meeting

To address the City Council, please complete and submit an Appearance Form with any handouts to the City Secretary by 3:00 p.m. on the day of the City Council meeting for **posted agenda items**. Groups wishing to address the same issue are encouraged to select a spokesperson. Forms may be directed to the City Secretary Department by:

1. **Email:** [CitySecretary@humbletx.gov](mailto:CitySecretary@humbletx.gov) and submit this form
2. **In Person:** City of Humble, City Hall, Attention City Secretary Department, 114 W. Higgins St., Humble, TX 77338
3. **Online Submission:** <https://www.cityofhumbletx.gov/appearance-form-for-posted-agenda-items/>

**CITY COUNCIL MEETINGS & PROTOCOL:** Regular City Council meetings are held the second and fourth Thursday of each month at 6:30 p.m. at City Hall, unless directed otherwise by the governing body.

The Mayor will ask those wishing to address the City Council to do so at the appropriate time. Please approach the speaker's podium in the center of the Council Chambers, state your name and address for the record, and discuss the specific agenda item or topic of interest. Please direct your comments to the Mayor.

**CONTACT INFORMATION:** Please complete this form and return to the City Secretary. All information provided on this form and presented to Council may be made available to the public upon request.

Date \_\_\_\_\_  
Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

**ITEMS ON THE AGENDA:** Comments shall be limited to three (3) minutes and taken in the order they are received. The Citizen Comment period will last no longer than thirty (30) minutes and held during each Regular Meeting.

Agenda Item Number _____
_____ I wish to speak IN FAVOR of this item. _____ I wish to speak IN OPPOSITION to this item.
_____ I do not wish to speak.   Please record my _____ SUPPORT _____ OPPOSITION

**ADDITIONAL INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_

**ITEMS NOT ON THE AGENDA:** For comments or concerns about **non-agenda items**, please submit them in writing to the City Manager using the "Have a Question? Send us a Message" form, available from the following link: <https://www.cityofhumbletx.gov/contact-us/>.

\_\_\_\_\_