



## **CITIZEN COMMENTS**

### **PROCESSES AND PROCEDURES**

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The purpose of this item is to inform citizens of the City's processes and procedures during public comments for items that are:

- listed on the agenda; or,
- issues not listed on the agenda (non-agenda comments).

#### **CITIZEN COMMENT PERIOD (Agenda items NOT listed on the agenda)**

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Comments shall be limited to three (3) minutes and taken in the order they are received for items not listed on the agenda. The Citizen Comment period will last no longer than thirty (30) minutes and only held at the **first** Regular Meeting of each month. By State law, no action may be taken on items not on the agenda.

#### **CITIZEN COMMENTS (Agenda items listed ON the agenda)**

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Comments shall be limited to three (3) minutes for items listed on the agenda 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.

#### **APPEARANCE FORM SUBMISSION**

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Any person desiring to make a public comment must present the appearance form to the City Secretary at least ten (10) minutes before the meeting begins and wait to be recognized by the presiding officer before speaking.

#### **PUBLIC COMMENT PROCESS**

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Please step to the podium when called, and state your name and address for the record.

#### **CITY COUNCIL COMMENTS**

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The City Council has no obligation to respond in any manner to comments or questions from the public. Any response from a member of the City Council to non-agenda comments is limited to a statement of specific factual information, a recitation of existing policy, or direction to staff to place the subject on the agenda for a future City Council meeting.



# CITIZEN COMMENTS APPEARANCE FORM

Welcome to the City of Humble Council Meeting

Those wishing to address the City Council are asked to complete this form. Please present this form and any handouts to the City Secretary at least **ten (10) minutes** prior to the meeting in person or by email to [CitySecretary@cityofhumble.net](mailto:CitySecretary@cityofhumble.net). Groups wishing to address the same issue are encouraged to select a spokesperson. 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 City Manager, Mayor or City Council.

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 to address the City Council on any agenda item. All information on this form and presented to Council will be open to the public.

Date \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

**ITEMS NOT 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 only held at the **first** Regular Meeting of each month. By State law, no action may be taken on items not on the agenda.

Although the City Council cannot take specific action during the Citizen Comment period on items not on the Regular Agenda due to legal requirements, the City Council may:

1. Have the item placed on a future agenda for discussion or action;
2. Refer the item to staff for study or conclusion; or
3. Make a statement of specific factual information or recitation of existing policy.

Agenda Item #3		Citizen Comments (Hear Visitors)		Topic _____
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**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.

*(ONLY TOPICS RELATED TO THIS ITEM MAY BE DISCUSSED IN THIS ACTION.  
OTHER TOPICS SHOULD BE UNDER THE HEAR VISITORS SECTION DURING THE FIRST REGULAR COUNCIL 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:**

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