



Citizens Request to be Placed on the City Council Meeting Agenda

Name: _____ **Phone:** _____

Meeting Date Requested: _____

Question/Issue(describe in detail):

Have you discussed this with the City Manager? Yes ___ No ___ When? _____

Have you discussed this with the Mayor or a member of the Council? Yes ___ No ___

Who? _____ When? _____ What was the response from such discussion(s)?

Why is the above response not adequate? _____

What is the resolution you seek?(attach additional sheets if

necessary) _____

I understand that such appearance requires the approval of the Mayor.

Signature

Note:

It is the responsibility of the citizen to supply the City Secretary with all backup material(s) at least ten (10) business days prior to the respective Council Meeting. Attached is a copy of the Rules for appearing before the City Council.

To be completed by City Staff:

Reviewed by the City Manager: _____ Date: _____

Approved by the Mayor: _____ Date: _____ Approved ___ Denied ___

Citizen notified by: _____ Date: _____

Appointment scheduled with City Manager: _____ Time: _____

City of Daingerfield



Rules for Appearing Citizens' Rights

1. ***Addressing the City Council:*** Any person desiring to address the Council by oral communication shall first secure the permission of the Mayor.
 - Speakers must go to the podium and state their name for the record, prior to making their comments. Do not speak from your chair in the audience
 - Speak clearly so that everyone in the room can hear you.
 - If you are physically incapable of standing at the podium, please speak to the City Secretary prior to the start of the meeting for accommodations.
2. ***Time Limit:*** Each person addressing the Council shall step to the microphone, give his/her name and residence address in an audible tone of voice for the record and, unless further time is granted by the Mayor or Presiding Officer, shall limit the time of his/her comments to three (3) minutes
3. ***Disruptive Conduct:*** Any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the Mayor or City Manager or of a majority of the City Council. A person willfully disrupts a meeting when she/he (1) uses physical violence, threatens the use of physical violence or provokes the use of physical violence, or (2) continues to use loud, boisterous, unruly, or provocative behavior after being asked to stop, which behavior is determined by the Mayor or City Manager or of a majority of the City Council to be disruptive to the orderly conduct of the meeting, or (3) fails to comply with any lawful decision or order of the Mayor or City Manager or of a majority of the City Council relating to the orderly conduct of the meeting.
4. ***Supporting Documents:*** All documents you would like to provide to the Council Members should be provided to the City Secretary at least ten (10) business days prior to the day of the meeting.

City of Daingerfield