

## CITY COUNCIL AGENDA ITEM NO. 2 CITIZEN COMMENTS

**WELCOME TO THE ALICE CITY COUNCIL MEETING!** The following are a few tips designed to help you understand the proceedings of the meeting. A citizen who has a request for city services or other items of concern, which cannot be approved or otherwise resolved by the City Manager, may choose to address the council. If you wish to address the City Council, please follow the suggestions listed below:

1. Citizens who wish to address the City Council about items on the agenda which are scheduled for Council action will have three (3) minutes to express their position. Please indicate on the reverse side the agenda item number on which you wish to comment. Please indicate the subject on the reverse side.
  
2. All presentations and discussions should be directed to the City Council and all questions to the Mayor. Any complaints and/or discussion about individuals, personnel, Councilmembers, City staff, or other persons would be out of order and will not be heard by the City Council at this time. Charges or complaints about specific individuals shall be presented in writing to the City Manager. All complaints of this nature must be signed and dated by the individual filing the complaint and will be addressed pursuant to Alice Personnel Policies.
  
3. In the essence of time, presentations by individuals shall be limited to three (3) minutes each. An individual speaker's time may be extended for an additional three (3) minutes with the approval of a majority of the Council members present. There shall be a cumulative limit of fifteen (15) minutes allotted of any regular or special Council meeting. The Mayor (presiding officer) will ask for those wishing to address the Council to do so at the appropriate time. Please approach the speaker's stand, state your full name and address when you begin your remarks in order that the official minutes will record your appearance before the City Council, and discuss the topic of interest. If you have written notes you wish to present to the Mayor and Council, please furnish an extra copy to the City Clerk for the official files. Please direct your comments to the Mayor and Council.
  
4. Although Council cannot take specific action on Citizens' Comment topics due to legal requirements, they will hear the topic and Council may: 1) have the item placed on a future agenda for action, or 2) refer the item to a Board, Commission or Committee; or 3) refer the item to staff for study or conclusion.
  
5. You must be signed in to speak not later than fifteen (15) minutes prior to the beginning of any scheduled meeting. Thank you for your cooperation.

**CITIZENS APPEARANCE  
SIGN-IN FORM**

Persons wishing to speak on any matter other than an item scheduled for a public hearing on the agenda, must sign and register by completion of this form. Citizens who have questions concerning procedure or this form may request assistance from the City Clerk or Deputy City Clerk.

PLEASE PRINT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Alice Resident: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Subject: \_\_\_\_\_

Agenda Item No: \_\_\_\_\_

\_\_\_\_\_ I wish to speak IN FAVOR of this Item.

\_\_\_\_\_ I wish to speak IN OPPOSITION to this Item.

\_\_\_\_\_ I do not wish to speak; however, please record my

\_\_\_\_\_ SUPPORT \_\_\_\_\_ OPPOSITION

Are there additional persons with you wishing to speak on same subject? \_\_Yes\_\_ No If so, please have each one complete this form.

*We appreciate your interest in the community and hope you will visit again soon*