



CITY OF AMARILLO BOARDS AND COMMISSIONS **INSTRUCTIONS - REQUEST TO SPEAK**

Welcome

Public input and comments are welcome at all of the City's Boards and Commissions. The following information describes the procedures for public participation in a meeting.

Speaking about an Item on Today's Agenda

At the appropriate time, those registered to speak will be called upon by the chair. Copies of the agenda are available from the appropriate department, in the City Secretary's Office, or on the City's website: <http://www.amarillo.gov/departments/citymgr/index.php>

Speaking During the Public Forum

At the end of today's meeting those registered may speak about policies, programs, or services that are not listed as an item on today's agenda.

Please understand that by Texas Open Meetings Law, the Board cannot discuss a matter presented during the Public Forum. Responses are limited to the following during the Public Forum:

1. Recite a policy or state a fact that may address or answer your concern.
2. Direct you to contact City staff for assistance.
3. Consider placing your topic on a future meeting agenda for full discussion.

What to Do

- Complete an Appearance Registration before the start of the regular meeting. The Appearance Registration is available and may be obtained from the City's website: <http://www.amarillo.gov/departments/citymgr/index.php>
- When called on, stand and state your name for the record.
- Subject to discretion, you will have three (3) minutes to speak. Groups wishing to speak about the same item or topic are encouraged to select a spokesperson.
- Address your comments or questions to the chair board.
- All comments will be recorded. The Appearance Registration will be entered into the record.

We appreciate your interest and your cooperation with these procedures.