

Speaker Request Form

(for all persons who wish to address Council)

Date of Meeting: _____

Date and Time of Form Submitted: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____

IF SPEAKING FOR AN ORGANIZATION:

Organization Name _____

Speaker's Capacity _____

City Council Agenda Item No. : _____

FOR (If Applicable)
AGAINST (If Applicable)

<input type="checkbox"/>
<input type="checkbox"/>

To speak on an item not listed on the agenda, please indicate area of interest:

Please remember to step to the podium as soon as you are recognized by the Mayor; state your name and address before beginning your presentation. If you have written notes you wish to present to the Mayor and City Council, **PLEASE PRESENT TO POLICE OFFICER WHEN CALLED TO THE PODIUM.**

The Council request that each speaker limits an address on any one item to three (3) minutes per person.

***If you have any form of electronic presentations, it must be given to the City Secretary as follows:**

2:00 p.m. Wednesday Workshop Meetings – Between Noon and 1:00 p.m. prior to the meeting

9:30 a.m. Thursday Action Meetings – Between 7:45 a.m. and 8:45 a.m. prior to the meeting

6:00 p.m. Thursday Action Meetings – Between 4:00 p.m. and 5:00 p.m. prior to meeting

Thank you for your cooperation.

Citizen Participation At Meetings

1. All Conroe City Council meetings include the agenda item **“CITIZENS’ INQUIRY”**. Inquiry items not listed on the agenda for action may not be acted on other than a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.
2. Those wanting to speak on a subject are asked to fill out the **Speaker Request Form** found in this brochure. The completed **Speaker Request Form** should then be given to the City Secretary prior to the beginning of the meeting.
3. The Mayor will then call on each speaker to approach the City Council during the portion of the meeting titled **“CITIZENS’ INQUIRY”**. Each speaker is allowed three (3) minutes to address a subject.
4. Once the City Council has proceeded to the next agenda item following **“CITIZENS’ INQUIRY”**, no one will be allowed to address the City Council unless asked to do so by the Council.
5. As a general rule, citizens and visitors may not participate in the discussion of the City Council during a work session.

Citizens who have questions about City Council procedures or the **Speaker Request Form** may ask for assistance from the City Secretary, City Administrator or other staff members.

■ **“Citizens’ Inquiry” not to exceed 30 minutes.**

YOUR CITY GOVERNMENT

The City of Conroe has an elected **CITY COUNCIL**, composed of a **MAYOR** and **FIVE COUNCIL MEMBERS**, all elected at large. Council Members serve four-year terms and are limited to two terms. Under the provisions of the City Charter, and subject only to the limitations imposed by the State Constitution and by the Charter, the City Council enacts local legislation, adopts budgets and determines policies.

REGULAR MEETINGS are held by the City Council on the second and fourth Thursdays of each month in the Council Chambers located at 300 W. Davis, Conroe. The Council meets each month at the following times:

Second Thursday
6:00 p.m.

Fourth Thursday
9:30 a.m.

WORKSHOP MEETINGS are held at 2:00 p.m. the Wednesday preceding each regularly scheduled Council Meeting. It is the general rule that each item will be discussed thoroughly at the workshop meeting prior to being voted on at the regular meeting. From time-to-time **SPECIAL MEETINGS** may also be called, and notice of same will be posted and publicized.

Items to be considered by the City Council are listed on an **AGENDA** which is posted on the City bulletin board and our City webpage at least 72 hours in advance of the meeting. Information about meetings may also be obtained by dialing the **CITY SECRETARY** at (936) 522-3011 or on our website at www.cityofconroe.org.

All meetings are open to the public and visitors are welcome. At City Council meetings, visitors who wish to be heard are urged to review **CITIZEN PARTICIPATION AT MEETINGS** listed in the brochure.

To assist the City Council in providing the best possible government for the City of Conroe, the Council has appointed a number of citizens to various boards, committees and commissions. Citizens who are interested in volunteering to serve on one of them are invited to submit an e-mail for consideration by the City Council. Details are available at the City Secretary's office or by phoning (936) 522-3011.



CITY OF CONROE

Welcome to Your City Council Meeting

A Meeting to
Consider Matters
Important to Your
City's Business