



Speaking at City of Grapevine City Council Meetings

The City of Grapevine welcomes all those that wish to be a part of their City government by participating in City Council meetings. However, we do request all citizens, staff members and City Council demonstrate respect and courtesy to all in attendance. Adherence to the following procedures and rules will allow a professional and fair proceeding.

During City Council Meetings, there are multiple options for members of the public to address Council.

1. Public Hearings – Public Hearings are listed on the agenda as such and during those items, citizens may speak about that specific topic. Not all meetings will have public hearing items.
2. Citizen Comments – All agendas will have a section that allows citizens to speak on any topic they wish.

In order to speak at a Council meeting, members of the public must complete a Citizen Appearance Request form that can be found at either of the Council Chamber entrances and at the dais behind the City Secretary.

Completed appearance forms shall be placed in the box located on the dais at the City Secretary's seat prior to the meeting. Each form should be legible and be clearly marked to indicate when the citizen would like to speak, specifically during a specific public hearing item or during the citizen comments.

At the appropriate time in the meeting, the City Secretary will call the registered speakers forward to the podium to speak in the order their form was submitted.

All speakers must observe the following rules:

1. Prior to addressing Council, the speaker should state their name and address.
2. Each speaker will be allowed three (3) minutes to address Council. (The Mayor or presiding officer can change the time allotment to allow for meeting efficiency.)

3. Comments should be concise and present information not substantially addressed by previous testimony.
 - a. Citizens with similar concerns may have a representative citizen speak for the group.
4. Council Chamber demonstrations are not permitted.
5. Power Point, videos or other media are not allowed, although citizens can provide hard copies of documents for Council to review. The speaker should provide ten copies to the City Secretary to be provided to Council and relevant staff.

Furthermore, speakers should be aware that:

1. State law provides that Council cannot take specific action or discuss topics raised during citizen comments as these items do not meet the legal posting requirements.
2. Council may have topics addressed during the meeting placed on a future agenda, or referred to Council or staff for further study.
3. Speakers will be allowed to register to speak 30 minutes prior to the start of the meeting. They may not register to speak prior to that time.

Members of the public may be allowed to speak at other times in the meeting, with the permission of the Mayor or presiding officer.

OTHER COMMUNICATION METHODS

Citizens are always welcome to contact the appropriate departments or City Manager's Office to discuss an item that is not on the agenda. Call 817.410.3000 to be routed to the correct department.

The list of City Council Members and their email addresses can be found on the City's website at <https://grapevinetexas.gov/847/City-Council>.