

## **COMMENTS CONCERNING ITEMS NOT ON AN AGENDA**

The agenda for each regularly scheduled meeting of the Council will include an item designated “Citizens’ Comments.” The “Citizens’ Comments” portion of the agenda will be reserved for comments concerning city-related issues not otherwise appearing on the meeting agenda. This portion of the agenda is reserved to provide citizens an opportunity to address the City Council on issues affecting the city and is **not intended to provide a forum for commercial, political or personal topics**. The presiding officer, a quorum of the Council, or the City Manager shall admonish citizen's comments that become insulting, defamatory, reflect a personal vendetta, imply malicious intent, or otherwise undermine the intent of citizen comments to address city issues.

Each individual requesting to speak must complete and sign a request form identifying the topic of his or her comments and verifying he or she has read the instructions regarding Citizens’ Comments. Generic topics will not be accepted. The topic should be worded so an ordinary individual will understand what the topic is about. A total time limit of three (3) minutes during the Citizens’ Comments portion of the agenda will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak. If a speaker desires to distribute copies of documents to the City Council, he or she should submit such copies to the City Secretary before the meeting at which the individual wishes to speak. The printable forms are available online at [www.cityofbalchsprings.com](http://www.cityofbalchsprings.com) or at the **Balch Springs Municipal Building located at 3117 Hickory Tree Road.**