



# **City Council Meeting Speaker Protocol**

---

**February 2, 2026**

# Recap – September 15, 2025 Workshop



---

Council Policy Adopted in 2019.

Goals:

Provide standardized and predictable rules of engagement so speakers, staff, and council know what processes are

Balance transparency and open government with efficiency

Provide the presiding officer with the flexibility needed to effectively run a meeting when scenarios present themselves that are not anticipated

Provide opportunities to hear from the public, provide due process, respect first amendment rights, all while maintaining order

# Council Feedback and Staff Direction - September 15, 2025

---

- **PUBLIC HEARINGS:**

- Allow 10 minutes for the applicant with 5 minutes for rebuttal and 5 minutes for all other speakers

- **VISITORS FORUM:**

- Allow 3 minutes for speakers

- **REGULAR HEARING ITEMS:**

- Allow 3 minutes for speakers

- **TIME ADJUSTMENT WHEN USING A TRANSLATOR:**

- Allow double the amount of time

# Council Feedback and Staff Direction - September 15, 2025 (cont.)

---

- **GROUP SPOKESPERSON INCENTIVE:**

- Add an incentive to double the allotted time when a group of five or more chooses a spokesperson

- **PROVISION TO ALLOW PRESIDING OFFICER TO EXTEND SPEAKING TIME:**

- Add a provision to allow the presiding officer to extend the speaking time

- **REQUIREMENT FOR SPEAKER TO STATE THEIR NAME AND ADDRESS FOR THE RECORD:**

- Only require the speaker to state their name and *city* for the record. A written address will still be required on the speaker card.

# Council Feedback and Staff Direction - September 15, 2025 (cont.)

---

- **LANGUAGE REGARDING RULES OF DECORUM:**

- Add the following language to the policy:

Speakers must address their comments to the Mayor rather than to individual Council members or staff. Speakers should speak clearly and state their name and address prior to beginning their remarks. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

# Council Feedback and Staff Direction - September 15, 2025 (cont.)

---

- **SPEAKER'S USE OF AUDIO-VISUAL SYSTEM**

- Council requested that staff do additional research and bring information back for consideration

# Use of the AV System for Speaker Presentations

---

**LEWISVILLE PRACTICE:** We allow applicants the ability to use the audio-visual system for Applicant Presentations. We require advanced submittal to be able to do a cybersecurity check and to ensure it runs on our system during staff's day of meeting run-through. We require all other speakers to provide hard copies of presentations.

# Which cities allow use of the AV system for presentations at City Council meeting?

City	Allow 3 <sup>rd</sup> Party Use City AV During Council Meeting?	Applicant?	Non-applicants?
Frisco	N	N	N
Arlington	N	N	N
Plano*	N	N	N
Irving*	N	N	N
Lewisville	Y	Y	N
Dallas**	Y	Unknown	Unknown
Garland**	Y	Unknown	Unknown
Denton	Y	Y	N
Grapevine	Y	Y	N
Mesquite	Y	Y	N
Carrollton	Y	Y	N
Grand Prairie	Y	Y	N
Richardson	Y	Y	N
Allen	Y	Y	Y
Coppell	Y	Y	Y
Flower Mound	Y	Y	Y
Fort Worth	Y	Y	Y
McKinney	Y	Y	Y

\*Allows use of an overhead projector by all parties, but not AV system.

\*\*Did not respond to survey, but previously stated that they do allow use of their AV system



# Survey Questions List

---

- How often do people use the AV system for presentations at City Council meeting?
- What do you do to guard against malware getting loose on your city network?
- How many times in the past year has your city discovered some sort of malware on a presentation?
- Of that number, how many times has that malware escaped from the segregated, sandbox environment to the broader city network?
- What presentation formats does your city allow?
- How much time is spent by staff per council meeting on vetting presentations for security concerns?
- Is there anything you know now that you wished you had known when your city first started allowing AV use?
- How many times in the last year has someone used AV equipment in ways that would be considered a violation of our standard speaker protocol (no profane, obscene, etc.)
- On what agenda items do you allow AV use? (Public, visitor forum, regular)

# How often do people use the AV system for presentations at City Council meeting?

---

- City of Allen - at least once per month at City Council meetings
- City of Coppell - rarely
- Town of Flower Mound - rarely
- City of Fort Worth - approximately once per month
- City of McKinney - rarely

# What do you do to guard against malware getting loose on your city network?

---

- City of Allen - files or flash drives submitted that are unable to be scanned for viruses are not be permitted.
- City of Coppell – departments review presentations in advance for safety
- Town of Flower Mound – presentations are required to be submitted in advance, and the files are reviewed for safety
- City of Fort Worth - review PowerPoints and videos, but don't take extra precautions
- City of McKinney - public speakers are required to email their presentation; applicants provide presentations one week before the meeting to the responsible department and it is included as part of the agenda

# How many times in the past year has your city discovered some sort of malware on a presentation?

---

- City of Allen - Not aware of any
- City of Coppell - none
- Town of Flower Mound - none
- City of Fort Worth - none
- City of McKinney - none

# Of that number, how many times has that malware escaped from the segregated, sandbox environment to the broader city network?

---

- City of Allen - N/A
- City of Coppell –N/A
- Town of Flower Mound – N/A
- City of Fort Worth - N/A
- City of McKinney - N/A

# What presentation formats does your city allow?

---

- City of Allen - flash drives, PowerPoint hard copies on a visual projector, or use of the speaker's equipment
- City of Coppell - PDF, PPT, JPEG, MP4, MOV, WMV
- Town of Flower Mound – PowerPoint, PDF
- City of Fort Worth - PowerPoint preferred, but will allow PDF
- City of McKinney - PowerPoint and PDF formats are accepted; all PowerPoint presentations are converted to PDF when possible

# How much time is spent by staff per council meeting on vetting presentations for security concerns?

---

- City of Allen - no formal review
- City of Coppell – minimal staff time
- Town of Flower Mound – unknown, individual departments are responsible for vetting applicant presentations; city secretary's office has received one presentation in the last six months
- City of Fort Worth - depends on the volume, but no more than 30 minutes.
- City of McKinney - unknown, individual departments are responsible for this task

# Is there anything you know now that you wished you had known when your city first started allowing AV use?

---

- City of Allen - no
- City of Coppell – no
- Town of Flower Mound – no
- City of Fort Worth - always test any form of presentation prior to the meeting to avoid issues
- City of McKinney - no



# How many times in the last year has someone used AV equipment in ways that would be considered a violation of your standard speaker protocol (no profane, obscene, etc.) ?

---

- City of Allen - none
- City of Coppell - none
- Town of Flower Mound – none
- City of Fort Worth - none
- City of McKinney - two times; it was same person who attended two separate regular meetings

# On what agenda items do you allow AV use? Public, visitor forum, regular)

---

- City of Allen - public hearing items, regular items, visitor forum
- City of Coppell – public hearing items, regular items, visitor forum
- Town of Flower Mound – public hearing items, regular items, visitor forum
- City of Fort Worth - public hearing items, regular items, visitor forum
- City of McKinney - public hearing items, regular items, visitor forum

# Discussion - Use of the *AV* System

---