

Effective Date: 5/04/26
Approval: _____

**CITY OF LEWISVILLE
POLICY STATEMENTS**

TOPIC: 1.0 - ADMINISTRATION
**REFERENCE: SECTION II - CITY COUNCIL MEETING SPEAKER
PROTOCOL**

I. CITY COUNCIL MEETING SPEAKER PROTOCOL

A. *Procedure*

1. A person wishing to address the City Council must first complete a Speaker's Card. The Speaker's Card must include the name, address and telephone number of the person requesting to speak.
2. Upon being recognized by the presiding officer, the person may speak or present evidence to the City Council. No person may speak without first being recognized by the presiding officer.
3. Anyone speaking before the City Council is asked to first state his/her name and city of residence for the record. If the meeting is being held in the City Council Chambers, the speaker is asked to approach the speaker podium in the center of the City Council Chambers to speak.
4. A person who wishes to address the City Council concerning an item on the agenda will be permitted to speak before or during the City Council's consideration of the item as set forth herein.
5. A Speaker's Card may also be used by members of the public to indicate support or opposition for an item on the agenda. During consideration of that item or before taking action on that item, the presiding officer will indicate that the City Council has received a Speaker's Card with support or opposition on the item from the person listed on the Speaker's Card.
6. Speakers must address their comments to the presiding officer rather than to individual Council members or City staff.

B. *Time Limits*

1. General Provisions

- a. In order to expedite matters and avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever a group of five (5) or more are present at the meeting and select a spokesperson, the designated spokesperson will be granted twice the amount of the enumerated time allocation.
- b. To ensure meeting efficiency, the presiding officer may extend or reduce the amount of the enumerated time allocation based on the complexity of the item or the number of persons wishing to speak on the item.
- c. If a speaker's comments are longer than the enumerated time allocation, the speaker may file written remarks or supporting information with the City Secretary. The City Secretary will make the information available to the City Council and City Manager, if requested.
- d. The enumerated time allocations do not apply to City staff presentations.

2. Speakers Using a Translator

A member of the public who addresses the City Council through a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator.

3. Public Comment

- a. Public Comment may appear on some agendas. When posted on an agenda, Public Comment is the portion of the City Council meeting set aside for members of the public to address the City Council on any item of business that *is listed* on the agenda.
- b. Public Comment will be heard before consideration or action on any listed agenda item, so members of the public will not be allowed to speak again on the listed agenda item when the City Council is considering said item.
- c. Each speaker is limited to three (3) minutes.

4. Visitors Forum

- a. Visitors Forum is the portion of the City Council meeting set aside for members of the public to address the City Council on any item of business that *is not listed* on the agenda.
- b. Each speaker is limited to three (3) minutes.
- c. In compliance with state law, the City Council may not discuss or take action on any matter not listed on the agenda. Action can only be taken at a future City Council meeting.

5. Consent Agenda

- a. Consent Agenda is the portion of the City Council meeting set aside for items that are considered self-explanatory by the City Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council member, staff member or member of the public so requests.
- b. A member of the public requesting to have an item removed from the Consent Agenda for individual consideration must make that request by filling out a Speaker's Card. The Speaker's Card is to be presented to the City Secretary.
- c. When consideration of the removed item is before the City Council for consideration, the individual requesting the removal will be recognized.

6. Public Hearing

- a. Public Hearing is the portion of the City Council meeting set aside for items listed under Public Hearing on the agenda.
- b. The applicant is limited to ten (10) minutes for any initial presentation, with an additional five (5) minutes for rebuttal.
- b. All other speakers are limited to five (5) minutes.

7. Regular Hearing

- a. Regular Hearing is the portion of the City Council meeting set aside for items listed under Regular Hearing on the agenda.
- b. Each speaker is limited to three (3) minutes.

C. *Use of Audio-Visual System*

1. Use of the City's audio-visual equipment for presentations is allowed as follows:
 - a. By applicants and developers for agenda items listed under Regular Hearing or Public Hearing; and
 - b. By a member of the public for agenda items listed under Public Hearing.
2. Presentations must:
 - a. be in PDF format;
 - b. not contain any audio, video or external links; and
 - c. be received by the City Secretary no later than 10:00 a.m. on the Thursday before the City Council meeting.

D. *Decorum*

Speakers should speak clearly and state their name and city of residence 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.

E. *Enforcement*

The Chief of Police, or his designee, shall act as sergeant-at-arms for the City Council and shall furnish whatever assistance is needed to enforce the rules of decorum herein established. In case the presiding officer shall fail to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of the majority of the City Council shall require enforcement by the sergeant-at-arms.

F. *Non-Exclusive Procedures*

The procedures set forth are not exclusive and do not limit the inherent power and general legal authority of the City Council, or of its presiding officer, to govern the conduct of City Council meetings as may be considered appropriate from time to time, or in particular circumstances, for the purposes of orderly and effective conduct of the affairs of the City.

II. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke or rescind all or part of this policy in the future.