

# SPEAKER GUIDELINES

## Board of Trustees and Town Council Meetings

The public comments portion of the Town Council or Board of Trustees meeting is your opportunity to address your Town of Westlake elected officials directly about issues that are important to you. Whether you comment via the Public Comment session, or speak on a specific item for action, your voice is important and will be heard. Speaker request forms will be accepted by the Town Secretary from the time the agenda is posted until the start of the meeting. Individuals will not be recognized to speak during the meeting unless the Citizen Comments Form has been submitted for each item of interest.

### DURING COMMENTS

- The Mayor will invite you to approach the podium.
- State your full name and address.
- Direct your comments to the Town Council.
- You will be allowed up to 3 minutes. Up to 15 minutes on the same topic will be permitted for multiple speakers.
- If you have written notes you wish to present to the Mayor and Council, furnish an extra copy to the Town Secretary for the official files. Audio/Visual presentations must be submitted in advance to the Town Secretary's Office by noon prior to the Town Council meeting.

### RULES OF CONDUCT

- No disparaging or inflammatory remarks directed at Town Council or Town of Westlake employees.
- Do not direct your comments to the audience.
- Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting.



SIGN UP TO SPEAK  
DURING A BOARD OF  
TRUSTEES OR TOWN  
COUNCIL MEETING

Forms may be  
submitted in person or  
on-line.

The on-line form can  
be found at:  
[westlake-tx.org/  
councilmeetings](https://westlake-tx.org/councilmeetings)

Forms will be accepted  
by the Town Secretary  
typically until 5 p.m.

or

until the  
start of the meeting.

QUESTIONS:

**Amy Piukana**  
Town Secretary

[apiukana@westlake-tx.org](mailto:apiukana@westlake-tx.org)

817.490.5711



  
THE TOWN OF  
**WESTLAKE**  
DISTINCTIVE BY DESIGN