



SPEAKER GUIDELINES

MEETINGS OF THE TOWN COUNCIL/BOARD OF TRUSTEES BOARDS AND COMMISSIONS

The public comments portion of meetings of the Town Council/Board of Trustees and other Boards and Commissions is your opportunity to address the Town of Westlake elected and appointed officials about issues that are important to you. Whether you comment during the Public Comments portion of the meeting, or speak on a specific agenda item, your voice is important and will be heard. Speaker Request Forms will be accepted by the Recording Secretary from the time the agenda is posted until:

1. In person until the start of the meeting; and
2. Online at www.westlaketx.gov/FormCenter until two (2) hours prior to the start of the meeting.

Individuals will not be recognized to speak during the meeting unless the Speaker Request Form has been submitted listing each item you desire to speak about.

DURING COMMENTS

- The Mayor/Chair will invite you to approach the podium.
- State your full name and address.
- Direct your comments to the Town Council/Board.
- You will be allowed to speak up to 3 minutes. Up to 15 minutes permitted on the same topic for multiple speakers.
- If you have written notes or documents to present, you must provide a copy to the Recording Secretary for the official meeting record. Audio/Visual presentations must be submitted in advance of the meeting by 12 o'clock Noon prior to the meeting to the Town Secretary's Office.

RULES OF CONDUCT

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

SIGN UP TO SPEAK DURING A MEETING

Forms may be submitted
in person or online at
[www.westlaketx.gov/
FormCenter](http://www.westlaketx.gov/FormCenter).

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onsite until the start of the
meeting.

Forms will be accepted
online up to two hours
prior to the meeting.

QUESTIONS?

Direct any questions
about speaking at a public
meeting to
Town Secretary
Dianna Buchanan
(817) 490-5711 or
dbuchanan@westlaketx.gov

