

## YOUR CITY GOVERNMENT

The City of Sugar Land City Council is composed of a Mayor elected at large and six Council Members. Two Council Members are elected at large by position one and two, and the remaining four members are elected by single member districts, each serving a two-year term. Under the provisions of the City Charter and subject only to the limitations imposed by the State Constitution and by the City Charter, the City Council enacts local legislation and establishes policy.

**AGENDA:** Items to be considered or discussed at the public meetings are listed on an Agenda, which is posted on the City Hall bulletin boards and on the city website at least 72 hours in advance of the meeting. Supporting information for each agenda item is provided through links on the agenda posted to the city website.

**LIVE INTERNET MEETING BROADCAST:** City Council and Planning & Zoning Commission meetings are broadcast live over the Internet and can be accessed on the city website and on Sugar Land TV 16. The broadcast is archived the following day on the website from the posted agenda.

## INFORMATION ON COUNCIL, BOARD & COMMISSION MEETINGS

**CITY COUNCIL:** All meetings begin at 5:30 p.m. in the City Council Chamber.

- ◆ Regular Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.
- ◆ Workshop Meetings are held on the 4<sup>th</sup> Tuesday of each month.
- ◆ Special Meetings may be called as deemed necessary.

**PLANNING & ZONING COMMISSION:** The commission meets on the 2<sup>nd</sup> Tuesday and 4<sup>th</sup> Thursday of every month. All meetings begin at 7 p.m. in the City Council Chamber.

**QUARTERLY OR AS-NEEDED BOARD MEETINGS:**

- ◆ Animal Control Advisory Board
- ◆ Zoning Board of Adjustment
- ◆ Parks Advisory Board
- ◆ Building Codes Board of Adjustment & Appeals
- ◆ Tax Increment Reinvestment Zone Board
- ◆ Sugar Land 4B Corporation
- ◆ Sugar Land Development Corporation

**BOARDS AND COMMISSIONS:** The City Council, in October of each year, appoints citizens to various boards and commissions. Interested citizens are encouraged to submit an application for consideration. An application is available on the city website or contact the City Secretary's office.

# SPEAKER REQUEST FORM

## A MEETING FOR THE CONSIDERATION OF IMPORTANT MATTERS OF YOUR CITY'S BUSINESS



**WE THANK YOU  
FOR YOUR INTEREST & PARTICIPATION**

## SPEAKER REGISTRATION

For persons who wish to address the Meeting Council/Board/Commission

PLEASE PRINT

### PUBLIC MEETING INFORMATION

MEETING OF: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

AGENDA ITEM NO.: \_\_\_\_\_

SUBJECTS ON WHICH  
PERSON WISH TO  
SPEAK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SPEAKER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION:  
(IF APPLICABLE) \_\_\_\_\_

OFFICIAL CAPACITY:  
(IF APPLICABLE) \_\_\_\_\_

### CITIZEN PARTICIPATION AT MEETINGS

At the beginning of public meetings the agenda will include the item **“Public Comments”**. During this time, citizens may address an agenda matter under consideration. Public Comment is not required by law and is extended as a courtesy of the City Council. The designated time for public comment is limited to the first **ten speakers** who register and appear to speak at the meeting. Speaker comments are limited to a total of **three minutes** per speaker regardless of the number of agenda items to be addressed

If an item on the meeting agenda provides for a **Public Hearing**, the person wishing to make comments on that item must speak at the time of the Public Hearing.

Public Hearing applicants will make a presentation at the beginning of the Public Hearing. The applicant will have a maximum of ten (10) minutes to present testimony in favor of the applicant request. The Mayor or Board Chair reserves the right to extend the presentation time.

Speakers will be heard only upon recognition by the Mayor or Board Chair, and will address the Council or Board from the podium and observe the adopted Code of Conduct:

- ◆ Treat Others with Respect
- ◆ Focus on Issues - No Personal Attacks
- ◆ Honor the Roles and Responsibilities
- ◆ Be Punctual and Prepared
- ◆ Act in a Professional Manner
- ◆ Respect Ideas and Opinions of Others

### SPEAKER INSTRUCTIONS

***Should you have questions concerning the procedure or the Speaker Registration Form, please contact the City Secretary’s Office.***

- ◆ Fill out a "Speaker Request Form".
- ◆ Submit form to the City Secretary prior to the beginning of the meeting.
- ◆ In situations where a large number of citizens representing a certain delegation wish to speak, the group is encouraged to designate a spokesperson to present the group's comments.
- ◆ Speaker comments are limited to a total of **3 minutes** per speaker.
- ◆ When recognized by the Mayor or Board Chair, approach the podium.
- ◆ Clearly state your name and address before beginning the presentation.
- ◆ A copy of any documentation you wish to distribute at the meeting must be provided to the City Secretary for the official record.
- ◆ A count down timer is provided on the podium. Monitor provides notification of time remaining.