

**RESOLUTION NO. 2020-02-XXX (R)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, ESTABLISHING ITS POLICY AND PROCEDURES FOR PUBLIC COMMENTS AND PRESENTATIONS AT CITY COUNCIL MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of McKinney, Texas, conducts open meetings in accordance with the Texas Government Code, Chapter 551 Open Meetings; and

**WHEREAS**, Section 551.007 of the Texas Open Meetings Act allows members of the public who desire to address the City Council regarding meeting agenda items to do so, and it allows the City Council to adopt reasonable rules regarding the public's right to address the body; and

**WHEREAS**, Section 551.042 of the Texas Open Meetings Act provides for public comments and allowable responses to inquiries about a subject not on the meeting agenda; and

**WHEREAS**, the City Council of the City of McKinney, Texas, desires to establish its policy for public comments and presentations at open meetings of the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, AS FOLLOWS:**

Section 1. That the foregoing recitals are hereby found to be true and correct legislative findings of the City of McKinney, Texas, and are fully incorporated into the body of this resolution.

Section 2. That the City Council of the City of McKinney, Texas, does hereby state the City of McKinney Policy and Procedure for Public Comments at City Council Meetings, a copy of which Policy is attached hereto as Exhibit A.

Section 3. That this Resolution shall become effective from and after its passage.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, ON THIS 18TH DAY OF FEBRUARY 2020.**

**CITY OF MCKINNEY, TEXAS**

\_\_\_\_\_  
GEORGE FULLER  
Mayor

ATTEST:

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EMPRESS DRANE  
City Secretary  
LISA SEWELL  
Deputy City Secretary

Approved as to Form:

\_\_\_\_\_  
MARK S. HOUSER  
City Attorney

## EXHIBIT A

### CITY OF MCKINNEY POLICY AND PROCEDURE ON PUBLIC COMMENTS AT CITY COUNCIL MEETINGS (Approved February 18, 2020)

#### I. Overview

The City Council of McKinney, Texas, encourages public participation in open meetings. Members of the public who desire to address the City Council may speak on issues regarding meeting agenda items and issues not on the meeting agenda, including the use of presentations.

This policy provides guidelines for

- a. a fair and consistent application of Chapter 551 of the Texas Government Code, (Texas Open Meetings Act), regarding Public Comments
- b. conducting public meetings in an efficient and orderly manner
- c. supporting the City Council Strategic Goals to
  - increase community involvement and participation within local government / community, and
  - continuously provide a high level of customer service to our citizens

#### II. Procedures for Speaking to the City Council

##### a. **Individuals who wish to speak** shall

- 1) Complete a Public Comment Card; and
- 2) Deliver it to the meeting clerk at the meeting; and
- 3) Wait to be called to speak.

The Comment Card shall include:

- Speaker's contact information
- The posted agenda item number or the non-agenda topic of discussion

##### b. **Individuals who do not wish to speak but want their comments to be entered into the meeting record** shall

- 1) Complete a Public Comment Card; and
- 2) Deliver it to the meeting clerk at the meeting; and

The Comment Card shall include:

- Speaker's contact information
- Speaker's comment; it will be documented in the meeting record as written on the card

- c. **Public Comment Cards** will be available at each meeting. For convenience, cards will be available on the City of McKinney website at [www.mckinneytexas.org](http://www.mckinneytexas.org), to be printed and delivered in person.

Correspondence received otherwise (via email, mail, receptionist desk, etc.) will be delivered to the City Council in the normal course of business. Such correspondence will not be considered part of the meeting, nor will it be documented in the meeting record.

- d. Time Allotted to Speak (with Translator)

Non-English Speakers requiring a translator to address the City Council shall be allowed twice (2 x) the allotted amount of time for English speakers.

- e. Modification of Speaking Time

The Mayor may reduce the speaker time limit uniformly for all speakers to accommodate the number of speakers or improve meeting efficiency.

### III. Procedure for Using Presentations/Materials/Handouts

- a. Individuals desiring to use Presentations/Materials/Handouts (collectively referred to as a "Presentation") of any kind shall satisfy the following:

#### **Prior to the Meeting**

- 1) Deliver the Presentation to the Office of the City Secretary no later than noon of the day before the meeting
- 2) Deliver the Presentation via email to [citysecretary@mckinneytexas.org](mailto:citysecretary@mckinneytexas.org) or in person at McKinney City Hall, 222 N. Tennessee Street, McKinney, Texas 75069

#### **At the Meeting**

- 1) Be prepared and able to deliver the Presentation without additional use of city resources, beyond existing visual projection and audio services.
- b. For Presentations delivered via email, the City Secretary staff will issue a confirmation email. For Presentations delivered in person, the City Secretary Staff will issue a hardcopy confirmation receipt.
  - c. The City Secretary will distribute an appropriate number of copies of the Presentation to the City Council, City Attorney, and City Staff.
  - d. The City reserves the right to deny the use of any Presentation. Failure to follow the procedures for Presentation can result in denial of the use of the Presentation.
  - e. Approved presentations will be documented in the meeting minutes for public record.
  - f. Email Notifications – Members of the public can subscribe to the [Notify Me](#) service for free, automatic email notifications of agenda postings at <https://www.mckinneytexas.org/list.aspx>