

City Council Chambers Decorum

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Timeline



Timeline of Events

Adoption of
Policy (02/2020)

- Public Testimony requirements set forth by 2019 House Bill 2840
- Policy for Presentations during Public Comments

COVID-19
Response &
07/28/2020
Council Direction

- COVID-19 Response
- Process / format to accept, acknowledge and document written comments
- Public Decorum for Meetings

What Council is
considering this
evening
(08/18/2020)

- Approval of revisions to policy for comments and meeting decorum

Policy Update



Policy Updates

■ Meeting Decorum

- *Citizens have the right to criticize policies, procedures, programs, and services, but speakers must stick to public comment policy time limits and stay on topic.*
- *All individuals are expected to be respectful and courteous to Council, staff, other speakers, and others in attendance at the meeting.*
- *Behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item or city business; repeatedly interrupts a Council member; disturbs the order of the meeting; involves loud, threatening, hostile, abusive, vulgar or obscene language; and disrupts the Council meeting is prohibited.*

Policy Updates

■ Meeting Decorum

- Any speaker or audience member that engages in disruptive behavior may be subject to removal from the meeting.*
- No outside placards, banners, signs, pennants, or flags will be permitted in the Council Chambers or in any other room in which the City Council is meeting.*
- Only city staff, consultants, or petitioners with agenda items can use visual aids during their scheduled presentations, unless otherwise allowed in accordance with Section III. of this policy.*
- The Mayor or Presiding Officer will enforce these rules.*

Comments Update



Comments Updates

- Public Comments

- *Request to Speak card must be submitted before the start of the meeting*
- *Speaker card can be hand-delivered to meeting clerk or emailed to contact-citysecretary@mckinneytexas.org before the start of the meeting*

Comments Updates

- Written Comments (Two Options for Submitting)
 - *In-person at meeting*
 - *Comment Card can be hand delivered to meeting clerk or emailed to contact-citysecretary@mckinneytexas.org before the start of the meeting*
 - *Online Form*
 - www.mckinneytexas.org/citizencomments

Comments Updates

- Written Comments

- *Must be submitted between time of agenda posting and the meeting start time*
- *Will not be read aloud at the meeting*
- *Will be delivered to the Council and be documented in the meeting record*

New Handout



Speaking at a City Council Meeting

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Signing Up to Speak

- Anyone who desires to speak must sign up **before** the start of the meeting by filling out a speaker card and giving it to the City Secretary. Speaker cards are available:
 - In person at City Hall
 - Online at www.McKinneyTexas.org/SpeakerRequest
- All speaker cards must be filled out and hand delivered to the City Secretary or emailed to contact-citysecretary@mckinneytexas.org before the posted start time of the meeting.
- Any speaker cards received after the meeting begins will be placed in the official meeting records; however, those persons will not be allowed to speak during either public comment segment.
- In lieu of speaking, written comments may be submitted to the City Secretary's Office before the start of the meeting. For more information, visit www.McKinneyTexas.org/CouncilMeetings.



Speaking to Council

- Be prepared to move quickly to the podium when your name is called. Do not approach the dais.
- Begin by stating your name and your address.
- You will be allowed up to three (3) minutes to address the Council. The Mayor or Presiding Officer, at his or her discretion, may reduce the time as deemed necessary to ensure meeting efficiency.
- Citizen comments at the beginning of the meeting are limited to the items on the posted agenda. Public comments regarding an item that is the subject of a public hearing will be heard when the public hearing is held. Those comments which are unrelated to posted agenda items will be heard at the end of the meeting.



Helpful Tips

- Presentations that are short, but to the point, are more effective than long and repetitive presentations.
- If your point has been made by previous speakers, feel free to inform the Mayor or Presiding Officer that you do not need to speak because your point had been made by another speaker. You can make a simple statement from your seat, such as: *"I do not wish to speak. My point has been made."*
- Information you would like to provide to Council must be emailed to contact-citysecretary@mckinneytexas.org or delivered to the City Secretary's Office by **noon of the day prior to the meeting**. Please provide 12 copies of materials to distribute to Council. City staff will not make copies or provide access to city equipment to display images or information.
- Address your remarks to the entire Council, rather than to a specific member. Do not address your remarks to the audience.
- Do not ask Council if anyone has questions. Council will ask you to stay at the podium if there is a question.
- A count-down clock will indicate how much time is remaining to speak. When the time has ended, a tone will sound, and your comments must be completed.



Rules of Conduct

- Speakers have the right to criticize policies, procedures, programs, and services, but speakers must stick to the time limits and stay on topic.
- Be respectful and courteous to Council, staff, other speakers, and those in attendance at the meeting.
- Behavior that fails to yield the floor when the speaker's time is concluded; is not relevant to the agenda item or city business; repeatedly interrupts a Council member; disturbs the order of the meeting; involves loud, threatening, hostile, abusive, vulgar or obscene language; or disrupts the Council meeting is prohibited.
- Any speaker or audience member that violates these rules of conduct or engages in disruptive behavior may be subject to removal from the meeting.
- The Mayor or Presiding Officer will enforce these rules, and a person's failure or refusal to comply with an explicit request or order of the Mayor or Presiding Officer may violate the Texas Penal Code, Section 38.13.



Signs in Chamber

- No outside placards, banners, signs, pennants, or flags shall be brought into the Council Chambers or in any other room in which the City Council is meeting.
- Only city staff, consultants, or agenda item applicants are allowed use of visual aids during their scheduled presentations.



www.McKinneyTexas.org/CouncilMeetings



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Thank You!

