

**CITY OF DEVINE
303 S TEEL
DEVINE TX 78016**

Request to be on the Devine City Council Agenda

Any person wishing to address the Council during council meetings shall sign up to be heard in accordance with Council Policy. The following guidelines shall apply:

1. Each participant shall be limited to **5 minutes** to make comments to the City Council.
2. Any group of five (5) or more persons shall appoint one (1) person to present their views before the City Council.

The following guidelines shall apply to City Council that have chosen to hear complaints in open forum with the Vernon's Texas Statutes and Codes Annotated Civil Statutes.

3. The City Council shall only consider complaints that remain unresolved after being addressed through proper administrative channels. For further information on these requirements, contact **Dora V. Rodriguez, City Secretary**.
4. Complaints against employees of the City Council shall be heard in accordance with Council policy of Vernon's Texas Statutes and Codes Annotated Civil Statutes. Complaints against City Employees shall be heard in closed meeting, unless the employee complained about requests an open hearing.

All comments made during the meeting should be on the topic indicated. Any comments made outside of this topic shall be considered out of order. City Council shall not deliberate, discuss, or make any decision on any subject not on the agenda. Unless asked to speak by the Mayor, you are not to enter into discussion or debate on matters being considered by the City Council.

The City Secretary must receive this request form by 5:00 p.m. the Wednesday before the Tuesday Council Meeting. Regular Council Meetings are held on the Third Tuesday of every Month at 6:00 p.m. at City Hall, 303 S. Teel Devine, and Texas. Meeting Place is subject to change at the discretion of Mayor and Council.

Please fill in the information requested below if you wish to address the City Council:

Date: _____ Date to Appear on Agenda: _____

Name: _____

Address: _____

Telephone: _____

Topic: _____

Attach any Exhibits or Written Information:

Signature of Requestor: _____

Received in office by: _____