

How to Appear Before City Council

If you wish to address the City Council during the weekly City Council Meetings, please follow the suggestions below:

1. Fill out an Appearance Before City Council cards available from the [City Secretary](#) Aide found outside the City Council Chambers during City Council meetings (or outside the meeting area if City Council is meeting at a neighborhood facility). Provide the required information so that the Mayor may recognize you promptly at the appropriate time on the agenda.

Tips for Making Successful Presentations to the Fort Worth City Council

Appearance Cards are in three colors:

<p>APPEARANCE BEFORE CITY COUNCIL</p> <ul style="list-style-type: none">• General presentation before council or to comment on an item before the City Council or that you wish the City Council to consider in the future.	<p>FOR</p> <ul style="list-style-type: none">• To register your position in favor of an item before the City Council	<p>AGAINST</p> <ul style="list-style-type: none">• To register your position against an item before the City Council
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2. Please state your full name and address when you begin your remarks before City Council so that the official minutes reflect your appearance.
3. Presentations are limited to 3 minutes for individuals. When speaking for 10 or more individuals present in the City Council Chambers, the presentation is limited to 10 minutes by the representative(s). Other members of the group cannot speak. The Mayor MUST be advised prior to the start that a group presentation will be made. THE MAYOR MAY ASK GROUP MEMBERS TO STAND TO CONFIRM 10 INDIVIDUALS ARE PRESENT.

[Click here for Current City Council Agenda](#)

Tips for Making Successful Presentations to the Fort Worth City Council

- State your name and address at the start of your presentation.
- The best presentations about the issue under discussion are to the point. Presentations that are less than 3 minutes long, but to the point, are more effective with Council than long and repetitive presentations.
- If your point has been made by previous speakers, feel free to inform the Mayor that you do not need to speak because your point had been raised. You can

make a simple statement from your seat such as the following: "I do not wish to speak. My point has been made."

- If you plan to present Council with information have it organized and ready to pass to the City Secretary who will distribute it to Council. Begin your presentation immediately.
- Address your remarks to the whole Council, rather than to a specific member.
- Do not ask Council if anyone has questions. Council will ask you to stay at the podium if there is a question.
- **When the City Secretary's timer goes off to signal the end of your time, sum up immediately to avoid the Mayor interrupting you with instructions to stop.**