

**CITIZEN'S REQUEST TO ADDRESS THE
PLANNING AND ZONING COMMISSION**

The Commission will hear comments from those persons who have signed up to speak. This portion of the meeting is set aside for members of the public to address the Planning and Zoning Commission. Anyone wishing to speak should complete this form, prior to the item being heard.

Citizen Comments are generally permitted at the beginning of the regular Planning and Zoning Meeting, as specified on the agenda. **Presentations shall be limited to three (3) minutes**, but may be extended for an additional two (2) minutes with the approval of a majority of the Commission.

It is expected that all speakers will be courteous. Those who are out of order will be asked to step down from the podium.

Presentations under Citizen Comments are limited to items within the subject matter and jurisdiction of the City.

**IF YOU WISH TO ADDRESS THE PLANNING AND
ZONING COMMISSION:**

Please fill out the form below and give to the City Secretary/Administrator before the meeting starts.

When the Commission gets to "Citizen Comments" on the agenda, the Commission Chairman will invite you to come forward and speak. **Each person may speak for three (3) minutes**, with an extension of an additional two (2) minutes with the approval of a majority of the Commission.

TO THE CHAIRMAN
QUITMAN PLANNING AND ZONING COMMISSION

I would like to speak to the Planning and Zoning Commission concerning the following item:

Print Name: _____

Signature: _____

Address: _____
(Street, city, zip code)

Phone: _____
(Please include area code)

CITIZEN'S REQUEST TO ADDRESS THE BOARD

The Board will hear comments from those persons who have signed up to speak. This portion of the meeting is set aside for parents, students, and community members to speak to the board about any matter of interest to them pertaining to the school program.

Each person may speak for no more than five (5) minutes, and the total time allotted for these comments is thirty minutes. If there are several people wishing to speak on the same topic, Board policy BED (LOCAL) requires that a spokesperson represent any group of five or more people expressing the same view on the same topic.

During this part of the meeting, the Board will listen, but it is forbidden by the Texas Open Meetings Act from discussing any topic raised or making any decision unless that matter is already on the agenda of this meeting.

The Board reminds speakers that the open forum is not the time or place to bring the Board complaints about a particular program or a particular employee. The Board has adopted specific complaint policies and specific procedures for presenting those complaints. Those policies require a written complaint, administrative conferences, and a request that the item be placed on the agenda of a Board meeting.

The Board will not entertain complaints or criticisms about individual employees or other complaints during this portion of the meeting. If the presiding officer determines that a presentation during this portion of the meeting is a complaint about an individual school employee or any other matter, he will respectfully ask that person to stop speaking and to use the board's adopted policies and procedures for bringing complaints or concerns to the board as a matter placed on the agenda of a future meeting.

The Board expects that request to be honored and that the person expressing a complaint will stop when asked. The Board expects all members of the audience to behave in a polite and orderly fashion during this and all other portions of the meeting.

IF YOU WISH TO ADDRESS THE BOARD. . .

Please fill out the form below on this page and give it to the Board President before the meeting starts.

When the board gets to the "Open Forum" on the agenda, the board president will invite you to come forward and speak. **Each person may speak for no more than five (5) minutes.**

TO THE PRESIDENT
QUITMAN BOARD OF TRUSTEES

I would like to speak to the board concerning the following agenda item(s):

Subject, if NOT on the Agenda:

Print Name: _____

Signature: _____

Title: _____

Organization: _____

Address: _____
(Street, city, zip code)

Phone: _____
(Please include area code)