Speaking Before Dallas City Council

Steps to Register for Open Microphone:

1. Call the City Secretary’s office at **214-670-3738** at 8:15am the Thursday before the Council meeting in which you will speak. (Call b/w 8:15am-5:15pm)

* If you are able to register in-person, you will be given priority over those who call and email.
  + In-Person:
    - **Dallas City Hall**

**1500 Marilla Street, Room 5DS** (Red Elevators)

**Dallas, TX 75201**

* + Email: (Email b/w 8:15am-5:15pm M-F)
    - [**citysecretary@dallascityhall.com**](mailto:citysecretary@dallascityhall.com)

2. Give the City Secretary’s office the following information:

* Name
* Address
  + You should provide a Dallas residential address—Dallas residential addresses are given priority over commercial/business addresses, out of town and state addresses, and PO Boxes.
* Daytime Phone
* Subject Matter to Discuss
  + **Here you will specify you are an open microphone speaker who prefers the morning** (if you do not specify, you will be assigned afternoon)

3. Confirm with City Secretary Staff which number you are on the list

* Those with speaking positions 1-5 will speak in the morning
* Those with speaking positions greater than 5 are placed on the ‘Additional Speakers’ list. While a cancellation or a no-show of a person in the top 5 may allow you to come off of the Additional Speakers list, you likely will not speak until after 1pm.

4. After you complete the registration process, City Secretary staff will perform an address verification through DCAD. You will receive a

phone call from City Secretary staff confirming your speaker number.

* City Secretary Staff will call you if there is any change to your speaking position number

Restrictions to Open Microphone Speaking:

* 30-Day Prohibition—you may only speak once before Council in a 30-day period (excluding speaking at a public hearing)
  + If you sign-up and your name is called, but you are not present, this counts towards your 30-day prohibition
    - You may call to cancel up until 9am the day of the Council meeting and not impact your 30-day prohibition

Steps to Register to Speak on an Agenda or Addendum Item:

1. Call the City Secretary’s office at **214-670-3738** at 8:15am the Thursday before the Council meeting in which you will speak.

* If you are able to register in-person, you will be given priority over those who call and email.
  + In-Person:
    - **Dallas City Hall**

**1500 Marilla Street, Room 5DS** (Red Elevators)

**Dallas, TX 75201**

* + Email:
    - **citysecretary@dallascityhall.com**

2. Give the City Secretary’s office the following information:

* Name
* Address
  + You should provide a Dallas residential address—Dallas residential addresses are given priority over commercial/business addresses, and out of town and state addresses
* Daytime Phone
* Subject Matter to Discuss
  + Here you will specify what agenda item you wish to speak on
    - \*\*It is best to know the item number, and if the item is on the Agenda or the Addendum.
      * Council Agendas are posted here: <http://dallascityhall.com/government/Pages/Council-Agenda.aspx>
      * City Secretary Staff will assist in locating the item number for you as well.

3. Confirm with City Secretary Staff which number you are on the list

* Those with speaking positions 1-5 will speak in the morning
* Those with speaking positions greater than 5 are placed on the ‘Additional Speakers’ list. While a cancellation or a no-show of a person in the top 5 may allow you to come off of the Additional Speakers list, you likely will not speak until after 1pm.

4. After you complete the registration process, City Secretary staff will perform an address verification through DCAD. You will receive a

phone call from City Secretary staff confirming you place on the list to speak on the specific agenda item.

Restrictions to Speaking on an Agenda Item:

* 30-Day Prohibition—you may only speak once before Council in a 30-day period
  + If you sign-up and your name is called, but you are not present, this counts towards your 30-day prohibition
    - You may call to cancel up until 9am the day of the Council meeting and not impact your 30-day prohibition
* Your speech must be germane to the topic—you will be asked to stop talking if you go off-topic.

Steps to Register to Speak during Public Hearings (Zoning Cases; Miscellaneous)

*\*\*While you do not need to register to speak during the Public Hearing portion of the Council meeting, it is strongly suggested.*

1. Call the City Secretary’s office at **214-670-3738** at 8:15am the Thursday before the Council meeting in which you will speak.

* If you are able to register in-person, you will be given priority over those who call and email.
  + In-Person:
    - **Dallas City Hall**

**1500 Marilla Street, Room 5DS** (Red Elevators)

**Dallas, TX 75201**

* + Email:
    - **citysecretary@dallascityhall.com**

2. Give the City Secretary’s office the following information:

* Name
* Address
  + You should provide a Dallas residential address—Dallas residential addresses are given priority over commercial/business addresses, and out of town and state addresses
* Daytime Phone
* Subject Matter to Discuss
  + Here you will specify what Zoning Case or Public Hearing item you wish to speak on, and if you are For or Against the CPC recommendation.
    - \*\*It is best to know the item number, and if the item is on the Agenda or the Addendum.
      * Council Agendas are posted here: <http://dallascityhall.com/government/Pages/Council-Agenda.aspx>
      * City Secretary Staff will assist in locating the item number for you as well.

3. Confirm with City Secretary Staff which number you are on the list

* Those with speaking positions 1-5 will speak in the morning
* Those with speaking positions greater than 5 are placed on the ‘Additional Speakers’ list. While a cancellation or a no-show of a person in the top 5 may allow you to come off of the Additional Speakers list, you likely will not speak until after 1pm.

4. After you complete the registration process, City Secretary staff will perform an address verification through DCAD. You will receive a

phone call from City Secretary staff confirming you place on the list to speak on the specific agenda item.

5. The Public Hearing portion of the Council meeting generally occurs after 1pm. City Secretary Staff will be in the chamber to assist those registered to speak during the Public Hearing.

* \*If you did not pre-register to speak during the Public Hearing, please find a City Secretary staff member to complete a yellow speaker’s card.

Restrictions to Speaking on an Agenda Item:

* \*\*There is no 30-Day Prohibition on speaking during Public Hearings
* Your speech must be germane to the topic—you will be asked to stop talking if you go off-topic.

Steps to Register to Speak as a Group:

* While you cannot register others to speak, you may sign a group up to speak.
  + - An email is the preferred method to sign-up a group to speak. **citysecretary@dallascityhall.com**
    - Everyone who will speak must be CC’d on the email, and biographical information provided for each member in the body of the email (you should provide the same information as you would if you were signing up as an individual).
      * If your group contains minors, please CC the minor’s parents on the email and specify that the biographical data for the minors should be marked as ‘Private.’

Speaking Before Council—Best Practices:

* Plan to arrive at City Hall by 8:30am to give yourself enough time to park, go through security, make your way to the 6th floor via the Red Elevators, go through security again at the Flag Room, and find your place in the Council Chamber.
* Monitor the Council meeting and be prepared for your turn to speak
  + Council begins at 9am with an invocation and pledge of allegiance, followed by the Open Microphone Speakers.
* If you have handouts to give to the Council, give those to the security guard on the right of the ‘Horseshoe’ prior to speaking
  + It is preferred that you do not use your time to show a video—the Mayor prefers to hear what you have to say.
* You have exactly 3 minutes to speak—time begins the moment you step to the microphone
* Direct all comments to Mayor Rawlings
* Structure of speech:
  + Give a brief introduction of yourself—Name, Address, Council District, and Organization/Neighborhood
  + Thank all City staff involved in the project/issue on which you are speaking
  + Begin with your conclusion
  + Be brief and direct with your comments
    - An outline of talking points is good, but do not read a prepared speech
  + Finish with your conclusion once more
  + Thank the Mayor and Council for their consideration and attention

2017 Council Agenda and Briefing Schedule:

Agendas: Briefings:

Jan. 11th March 22nd May 24th Aug. 23rd Oct. 25th Jan. 4th April 5th June 21st Sept. 20th

Jan. 25th April 12th June 14th Sept. 13th Nov. 8th Jan. 18th April 19th Aug. 2nd Oct. 18th

Feb. 8th April 26th June 28th Sept. 27th Dec. 13th Feb. 1st May 17th Aug. 16th Nov. 1st

Feb. 22nd May 10th Aug. 9th Oct. 11th March 1st June 7th Sept. 6th Dec. 6th

Represent District 10 and let us know when you will speak: <http://tinyurl.com/D10SpeakB4Council>